Y2K Readiness Interim Reports

Prepared for the Florida Public Service Commission

Florida Municipal Electric Association

Contents

990000 (handwritten)

Y2K Utility Interdependencies Matrix

Utilities

FMPA	Havana	New Smyrna Beach
Alachua	Homestead	Newberry
Bartow	Jacksonville Beach	Ocala
Bushnell	JEA	OUC
Chattahoochee	Key West	Starke
Clewiston	Kissimmee	Tallahassee
Fort Meade	Lake Worth	Vero Beach
Fort Pierce	Lakeland	Wauchula
Gainesville	Leesburg	Williston
Green Cove Springs	Mount Dora	

Y2K Utility Interdependencies

Utility	Power Supply											Water	Telephone
	Self	FMPA	FPC	TECO	FPL	Gulf	SEPA	Lakeland	Gainesville	OUC	Other		
Alachua									●		·	City	Bell South
Bartow			●									City	GTE
Blountstown						●	●					City	GT Com
Bushnell		●										City	Sprint
Chattahoochee			●				●					City	GT Com
Clewiston		●										City	Bell South
FMPA *	●		●	●	●			●	●	●	●	OUC	Bell South
Fort Meade				●								City	Sprint
Fort Pierce		●										City	Bell South
Gainesville	●											City	Bell South
Green Cove Springs		●										City	Bell South
Havana			●									City	Bell South
Homestead	●				●							City	Bell South
Jacksonville Beach		●										City	Bell South
JEA	●											City	Bell South
Key West		●										Aquaduct	Bell South
Kissimmee	●											City	Sprint
Lake Worth	●				●							City	Bell South
Lakeland	●											City	GTE
Leesburg		●										City	Sprint
Moore Haven											Glades	City	Sprint
Mount Dora			●									City	Sprint
New Smyrna Beach	●		●	●	●							City	Bell South
Newberry			●									City	Bell South
Ocala		●										City	Sprint
OUC	●											City	Bell South
Quincy			●				●					City	Quincy TelCo
St. Cloud										●		City	United
Starke		●										City	Sprint
Tallahassee	●										S.Co, Entergy	City	Sprint
Vero Beach		●										City	Bell South
Wauchula				●								City	Sprint
Williston			●									City	Bell South

* The Florida Municipal Power Agency is a wholesale power supplier. It owns generation and purchases power to meet the needs of its municipal members.

3/26/99

City Of Alachua

ALACHUA COUNTY, FLORIDA

P.O. BOX 9
ALACHUA, FLORIDA 32615-0009
904/462-1231
FAX 904/462-1985

DEPARTMENT _____

1. As you can see by our summary our electric, water, sewer, computer equipment and mobile radios are in compliance and we depend on GRU, Alltel and US Cellular to provide us electricity or communication capability.

2. We can depend on our commercial radio equipment if other communications fail. We have a generator at our water plant and a two way feed into our sewer plant.

3. We will be joining GRU with a test on April 9, 1999 as well as other tests through their testing schedule.

4. No, not at this time.

5. We will have our electric substation, water and sewer plants manned during the rollover.

6. All of our computer software and hardware has been changed out in 1996 to bring us into compliance.

7. None at this time.

8. Mail outs, bill stuffers, and our local newspaper.

City Of Alachua

ALACHUA COUNTY, FLORIDA

P.O. BOX 9
ALACHUA, FLORIDA 32615-0009
904/462-1231
FAX 904/462-1985

DEPARTMENT ——————————

SUMMARY

The City of Alachua has approximately 2,700 electric customers and also provides water and sewer services. The city purchases power through Gainesville Regional Utilities. GRU has assured us that they are testing and will be completed by the end of June 1999. They are very positive and say that their system will not be affected by the Year 2000 rollover.

GRU has tested our only electric substation and we are in compliance for the Year 2000. Our distribution system is a simple system without any devices that would cause us a problem. The City plans to participate in the April 9th drill with GRU, as well as future drills set up by GRU.

The City water and sewer systems are in compliance with no time clocks to cause either system to fail at rollover time.

The City of Alachua in 1996 replaced all of our computer software and hardware to bring us into compliance with the Year 2000. This covers our complete internal functions of billing, finance and other office operations. At the same time we purchased new hand held meter reading devices which are also Year 2000 compliant.

Our main telephone provider is Alltel, as well as, US Cellular wireless communications. Both of these providers have assured us that we will not have service problems during the rollover.

Motorola Commercial Radio Equipment provides the city's mobile radio service. The manufacturer tells us we are in compliance. This equipment will provide us back up communication to our telephone providers.

The City of Alachua is in very good shape and is ready for the new year to come. We are dependent on GRU as our electric service provider and we have confidence they will have electricity to meet our needs in the Year 2000.

City of Bartow Electric Department
Y2K Readiness Answers

1. Mission Critical Systems Identification   -   Done
    Mission Critical Systems Remediation   -   Done
    Non-Mission Critical Systems Identification -   Done
    Non-Mission Critical Systems Remediation   -   75%

2. We have no mission critical communications since our SCADA systems are monitoring only - NO control functions implemented yet. We have had our radio dispatch systems checked by Motorola and are in the process of documenting their verbal assurances of compliance with a written document.

3. Leap year 2000 February 29th

4. On or about April 9, 1999 we will test our ABB DPU 2000R feeder breakers (3 in one substation) with a "rollover test" even though we have compliance documents and test results from ABB.

5. No identifiable mission critical systems are involved. Key personnel will be on call.

6. 1) Testing N/A   Remediation N/A
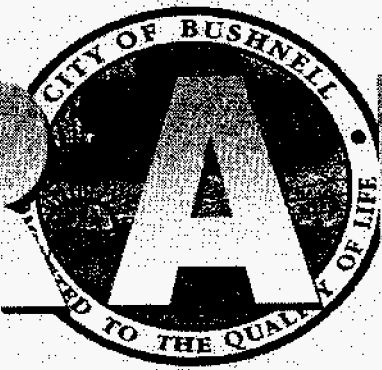
    2)   8/99   10/99

    3)   4/9/99   8/99

7. Rollover Tests

8. We are preparing a standard letter to answer requests for compliance assurance. Public relations for this problem is still being resolved. Your suggestions would be welcome.

WJY

CITY OF BUSHNELL, FL

DRAFT

YEAR 2000

PREPARATION AND IMPLEMENTATION PLAN

PRELIMINARY PROCEDURES

FEBRUARY 1, 1999

CITY OF BUSHNELL

219 N. Market Street
P.O. Box 115

Bushnell, Florida 33513
(352) 793-2591
Fax (352) 793-2711

COMMENTS REGARDING Y2K COMPLIANCE EFFORTS
Susan K. Noell, Customer Service Manager

The City of Bushnell has been in the process of **checking any component of the distribution system concerning both water and electric that could have time-sensitive equipment in the system.** We have checked such components as the Remote Terminal Unit, Reclosures, Demand type meters, and other equipment that may be even remotely effected. Of the responses we have received to date, all are favorable for Y2K compliance.

The city is closely monitoring the efforts of others, such as; Crystal River Nuclear Plant #2, Florida Power Corporation, the Sumter County Sheriff's Department (which handles out after hours emergency calls, and the local telephone service provider. We are also receiving support for our efforts of compliance by the Florida Municipal Power Agency.

Backup generation is in place at the operations center for the city, **maintaining power to:** one of the water plants (which is capable of maintaining water to all customers in the city without loss of pressure), the **communications tower** (which maintains the air wave communications), and the **electric operations center** that is the base station for all operations of the utility department.

All **utility personnel will be on stand by status** and ready to respond in the event of an outage or brown out.

Computer hardware and software have all been tested by the network administrator for Y2K compliance. **Contingency plans for manual operations of utility billing are in place.** Meter reading hardware has all tested Y2K compliant.

Customer service personnel will be on stand by status to respond to any customer needs in the event of problems.

Public awareness notifications are being sent to all customers and employees of the city, to **educate on the efforts of compliance by the city.** These notices are sent to the customer in the monthly utility bills in April 1999, August 1999 and a more detailed notification in December 1999 outlining emergency numbers and contacts. The city has participated in numerous Y2K workshops, speaking to the public through the Sumter County Development Council and working with the County in the education of the public. Efforts of this type are primarily being done to **create public awareness and avoid fear and anxiety concerning the millennium.**

The City of Bushnell serves approximately 1600 water and electric utility customers. Being one of the smaller utilties in the State of Florida, we have taken a very proactive approach in our efforts of Y2K compliance. **Public awareness is the key to ensure that the citizens are comfortable with the efforts of their utility service provider.** The city intends to have a formal implementation plan in place by June 1999.

YEAR 2000 COMPLIANCE

Disclosures concerning Year 2000 issues

The year 2000 issue is the result of programming shortcomings in many electronic data-processing systems and other equipment that may adversely affect operations in the year 1999 and beyond. For many years, programmers eliminated the first two digits from a year when writing programs. For example, programmers would designate January 1, 1970 as "01/01/70" instead of "01/01/1970". On January 1, 2000 at 12:00:01 a.m., the internal clock in computers and other equipment will roll over from "12/31/99" to "01/01/00". Unfortunately, many programs (if not corrected) will not be able to distinguish the difference between the year 2000 and the year 1900. This may cause the programs to process data inaccurately or to lock up and stop processing data altogether. Another factor that may cause problems in programs is the leap-year calculation. Some programs are unable to detect the year 2000 as a leap year.

Problems affecting a wide range of municipal and other governmental activities will likely result if computers and other electronic equipment that is dependent upon date-sensitive coding are not corrected. These potential problems may cause a disruption to some of our governmental operations and could temporarily increase the cost of those operations.

The year 2000 problem can affect any aspect of operational activity that involves the use of an embedded microprocessor chip. This includes computer systems and other equipment that are necessary for the day to day operations of the city. The City of Bushnell is currently reviewing all aspects of operation for the assurance of continual performance. Each department is undergoing a review of all equipment that has the potential to be adversely affected by the year 2000 issue. Staff members are contacting suppliers, vendors, and manufacturers for feedback on year 2000 (or Y2K) compliance. Mailings are taking place at this time, and responses are being submitted to the city and to the auditing firm of Shumacker, Johnson & Ross, PA.

Information contained in this statement regarding products and services offered by the City of Bushnell are "Year 2000 Readiness Disclosures" as defined by the Year 2000 Information and Readiness Disclosure Act of 1998, (Public Law 105-271, 112 Stat. 2386) enacted on October 19, 1998.

The City of Bushnell is steadfastly working to be prepared for this historical event at the turn of the century.

GOVERNMENTAL REQUIREMENTS FOR YEAR 2000 COMPLIANCE

Public Service Commission / Governor's Year 2000 Office

PSC will send letters to electric, gas and telecommunication utilities requesting they send out bill inserts twice in 1999 (spring and fall) that convey the following:

(a) The utility is working on addressing any potential Y2K problem
(b) It is the utility's goal not to have interruption of service
(c) In the unlikely event of an interruption in service, or a situation beyond control of the utility, a contingency plan will be in place.

All electric utilities will be required to develop written contingency and disaster recovery plans by July 1, 1999. Two copies of each utility contingency and disaster recovery plan should be provided to the PSC. One copy will be kept at the Commission, and the other will be kept at the Fla. Dept. of Community Affairs, Division of Emergency Management Operation Center.

Utilities will be required to make provisions within their contingency plans to increase staffing of the consumer service phones to address concerned citizens during the week prior to and for sixty days after the year 2000 begins.

Each utility will be required to make provisions to manually execute their business office processes, such as bill payment and account closings.

Each utility's plan must ensure there are sufficient fuel reserves and operating parts.

The Division of Electric and Gas will review each electric and gas utility's contingency and disaster recovery plan.

Governmental Accounting Standards Board – Article TB 98-1

TB 98-1 requires a governmental entity to make three basic disclosures –

(a) significant amounts of resources committed to Y2K compliance
(b) a general description of how it is affected by the year 2000 issue
(c) information about its stage of readiness

The TB is not prescriptive about details and formats, leaving the preparer significant flexibility in what information is provided and how it is presented.

DEPARTMENTAL PREPARATION PLANS

Each department has been requested to complete of preparation plan for manual procedures in the event of operating problems occurring due to the year 2000 rollover.

The following are preliminary contingency plans for the administrative finance and customer service utility billing department. Other departments are currently working on their plans.

PRELIMINARY PROCEDURES

Each department of the City of Bushnell is presently undergoing a review of all equipment that has the potential to be adversely affected by the Y2K issue. The following are some areas of concern that are being pursued for year 2000 compliance. This list comprises equipment and areas that are of the greatest concern, but our efforts are not limited to only the following. Other areas detected will also be investigated as they are discovered.

ADMINISTRATION

Computer hardware components
- Network microprocessor
- Battery Backups on the system

Computer software
- UB
  - Hand Held meter units
- AP
- PR
- GL
- Scanning
- Databases
- Mapping Software

Radio Dispatching equipment for utility personnel

Telephone system

Answering machine

Fax machine

Copy machine

PUBLIC SAFETY

Computer hardware components
- Network microprocessor
- Battery Backups on the system

Computer software components
- In-house software programs
- Networked software programs linked to other governmental agencies
- Reporting capabilities

Police camera and security equipment dating should be checked for accuracy before use, an incorrect date will void a tape needed for criminal prosecution

Telephone system

Answering machine

Fax machine

Copy machine

Radio Dispatch Equipment
- Check sheriff dept. dispatch preparations
- Radio Tower communications equipment
- Any other communication equipment

Emergency Equipment
- Any equipment that contains an embedded microprocessor chip
- New Vehicles – some contain chips, make sure the manufacturer guarantees their performance

Alarm systems
- Security of all municipal buildings and facilities
- Security of all municipal businesses
- Security of all residential structures

School Crossing signals – who is responsible?

Fire alarm warnings

Gas Pump services for Sumter County Emergency vehicles

UTILITIES DEPARTMENT

Computer hardware components
- Battery Backups
- Server components

Computer software components
- Inventory software program
- Other software programs

Radio Dispatching equipment for utility personnel

Telephone system

Fax machine

Copy machine

Gas Pump services for Sumter County Emergency vehicles

ELECTRIC

CR3 Readiness for Crystal River Nuclear Plant

FMPA Readiness for Distribution of Electric

RTU (Remote Terminal Unit) Room components

Reclosures, Relays, Breakers, voltage regulators, etc;

Traffic Lighting maintenance – who is responsible for readiness?

Manual backup of operational procedures

Analytical Lab Equipment (meter testing)

Hand Held meter reading units

Measurement recorders or sensors

WATER

Chlorinator

Water Plants No. 1 & 2 (Any manual override capabilities?)

Any other timed or computerized equipment (anything containing a microprocessor chip)

PUBLIC WORKS

Gas Pump services for Sumter County Emergency vehicles

Traffic control: Traffic light maintenance
                 Traffic control w/o traffic light operation

New Vehicles – some contain chips, make sure the manufacturer guarantees their performance

PREPARING FOR YEAR 2000
CITY OF BUSHNELL
ELECTRIC UTILITY

PREPARATION AND
IMPLEMENTATION PLAN

- **RECOGNIZE POTENTIAL PROBLEMS**

- **VERIFY Y2K COMPLIANCE OF TIME SENSITIVE SYSTEM COMPONENTS WITH VENDOR OR MANUFACTURER**

- **DEVELOP CONTINGENCY PLAN**

- **MONITOR COMPLIANCE EFFORTS OF OTHERS**

STATUS
MISSION CRITICAL SYSTEMS

- Generation and Transmission
  - Monitor compliance efforts of others
- Distribution System
  - System does not have many components that are time sensitive
  - System Components of concern have been verified compliant by vendors
  - Maintain on call status of all operations personnel during critical dates

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STATUS - MISSION CRITICAL
SYSTEM continued

- Communications
  - Automatic Backup Generation at Utility Operations already in Place
    - Continued communications thru air waves and land lines
    - Utility Superintendent - cell phone
    - Staff will have beepers/pagers and will maintain on call status

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STATUS - MISSION CRITICAL
SYSTEM continued

- Communications, continued
  - Local Telephone Provider
    - Has backup generator to provide continued phone service
  - Sumter County Sheriff's Department
    - Has backup generator to continue after hours phone and dispatch services
  - Administration Offices
    - Install generator for maintaining lighting and communications electric load during normal business hours

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ADMINISTRATIVE ISSUES
NON MISSION CRITICAL

- Utility Billing

  - Hardware Components
    - Network Administrator verified compliance

  - Software Components
    - Network Admnistrator verified compliance
    - In House Testing procedures

ADMINISTRATIVE ISSUES
NON MISSION CRITICAL continued

- Utility Billing, Reporting and Recordkeeping
  - Hard Copy reporting
    - Copies of all acct. balances/transactions
    - Revenues and Consumption Reporting
  - Manual Cash Collection/Preparation
    - Posting of Payments, Deposits, Collections

DATES TO CONSIDER

- 09-09-99   End of Application Date - Some Software
- 10-01-99   Beginning of Fiscal Year
- 12-31-99   End of Calendar Year
- 01-01-00   Beginning of Millenium
- 02-28-00   Leap Year in New Century
- 02-29-00   Day after Leap Year Day
- 10-10-00   First 6 digit date - systems "MMDDYY"
- 12-31-00   First year end in century - 366 days
- 01-01-01   Test system for rollover at year end
- 02-29-01   Invalid Date
- 12-31-01   Second year end - 365 days

IN CONCLUSION

- City of Bushnell is preparing for millennium and will be Y2K ready
- If we get delivery, we will provide distribution
- City personnel will be on stand by status and ready to implement contingency plans if necessary

PREPARATION PLAN FOR YEAR 2000 – DEC. 31, 1999

UTILITY BILLING PROCEDURES

- Billing process will be completed and all bills will be in the mail by Dec. 31, 1999 at 2:00 p.m. for that billing cycle

- A hard copy report of all outstanding balances due to the city will be on file

- A hard copy report of all current utility bills due as of Dec. 31, 1999 will be on file

- A hard copy report of historical records on all customers, both commercial and residential will be on file

- Hard copy reports of all meter readings will be on file in the event problems arise with historical data on all utility accounts

- A complete backup of all municipal records on tape will be performed on Dec. 30, 1999

- A complete backup of all workstation data will be performed on Dec. 31, 1999

- Cash receipts and cash deposits are maintained both in hard copy form and on computer. In the unlikely event of computer problems, daily cash handling can be performed through continual methods that are already in place.

- A listing of all customers who require "Medically Essential Electric Service" will be readily available to the city utility department in the event of a power outage. Those customers will be notified in December to prepare for such an event.

- Payment arrangements or extensions will be available for the following reasons:

    In the event of social security or disability checks not being mailed due to a computer malfuntion at the govermental level.

    Payroll checks not being received due to a computer malfunction

    Verification of incidence will be required prior to any payment extension or arrangement being granted.

- Hard Copy status report on all current status of accounts turned over to M.J. Altman collection agency for the City of Bushnell regarding utility accounts

Y2K
Implementation Plan
for
City Clerk's Office

The Clerk's office is responsible for financial and bookkeeping matters as well as clerical and official records of the City. The following information is to show the plan of the Clerk's office to avoid any loss of information due to Y2K problems.

FINANCIAL AND BOOKKEEPING ISSUES

ACCOUNTS PAYABLES

There will be hard copy reports of all pertinent menu items for October through December as follows:

#7.	Vendor Listing
#8.	Vender Account Activity
#12.	Open Purchase Order Report
#18.	Breakdown by Accounts
#22.	Disbursement History Report
#25.	Check Register
#28.	Account Detail Report
#29.	Master File Listing

PAYROLL

There will be hard copy reports of all pertinent menu items for October through December as follows:

#7.	Employee Master File
#8.	Earning Summary Report
#15.	Check Register File
#18.	Cost File Summary Report
#19.	Pay and Deduction Report
#20.	Quarterly FICA Report

GENERAL LEDGER

There will be hard copy reports of all pertinent menu items for October through December as follows:

#4.	Transaction Register

#8. Budget Summary Report
#9. Detail Budget
#10. Over Budget Report
#11. Trail Balance
#12. General Ledger
#16. Master File List
#17. Chart of Accounts

FIXED ASSETS

There will be hard copy reports of all pertinent menu items for all fixed assets of the City as follows:

#1. Complete detail listing of all assets for all departments of the City.

OCCUPATIONAL LICENSES

There will be hard copy reports of all pertinent menu items for all fixed assets of the City as follows:

#1. Complete detail listing of all current occupational licenses issued in the 1998 - 99 fiscal year.

****In addition to all hard copy reports there will be a complete tape back up of the computer system performed by the computer systems administrator.****

CASH MANAGEMENT

1. There will be bank statements showing current December 31st, 1999 balances for all accounts from the respective banking institutes. There accounts are as follows:

Suntrust -   General Fund - Checking
             Electric Utility Fund - Checking
             Meter Deposit Account - Checking
             Water Utility Fund - Checking
             Sanitation Utility Fund - Checking
             R & R Investment - Checking
             Drug Interdiction - Checking

> Bushnell Volunteer Fire Dept. - Checking
> Police Officer's Pension Plan - CD
> General Employee Pension Plan - CD
> Bushnell Evergreen Cemetery - 5 CD's

Community National Bank -   Utility Tax Account - Checking
                                              Bushnell Evergreen Cemetery - CD

State Board of Administration -   Electric Account - Investment
                                              R & R Investment - Investment
                                              Utility Tax Account - Investment

2. There will be statements showing outstanding balances as of December 31st 1999 on all current debts of the City. They are listing as follows:

AmSouth -   I-75 & Hwy 48 Water Main Financing

Community National Bank - Public Works Facility Financing

FMPA - Banker's Trust of New York -   Second Pooled Loan

CLERICAL AND OFFICIAL RECORDS ISSUES

The Clerk's office is currently operating it's file management under a document archiving system. The documents within the system are maintain in a hard copy format as well on the archiving system. This system will undergo a complete computer systems tape backup with all other systems of the City. Other records of the City are maintained in a hard copy format, therefore the Y2K issue should not be a threat to contracts, agreements, resolution, ordinances and other official documents of the City.

RESPONSES TO Y2K COMPLIANCE

All departments of the city are currently responding to the issue of Y2K. Confirmation of Year 2000 compliance forms are being submitted by each department on all equipment, software and hardware. The auditing firm of Shumacker, Johnston & Ross, Inc. has requested these confirmation of compliance forms to be submitted to them for mailing to the vendors. They will receive the responses, and submit the results to the City of Bushnell. Aside from their requests, the utility department is currently checking with each vendor to ensure that all components of the water and electric system are studied and that nothing is overlooked.

Currently, the city has received responses by mail from the following vendors:

Information Management Services, Inc.
Software – Accounts Payables, Utility Billing, General Ledger, Scanning and Archiving, Payroll
Hardware components of computer network including operating system and network software

Florida Transformer, Inc.
Reclosure – R.T.U. Room

Landis & Gyr Utilities Services, Inc.
Electric metering products used by the city

So. Co. Building Dept.
Building Permit tracking for city permits

State Board of Administration of Florida
S.B.A. Accounts of the city

Navistar International Transportation Corp.
Electronic Ignition on International Truck

Gateway Computers
Notebook computer Solo 2100

Commworld of the Suncoast
Land Line communications system in Administrative Office

Information obtained from the Internet is as follows:

E.S.R.I., Inc.
AutoCad R14, ArCad R14 and ArcView 3.0/3.1 G.I.S. Software

Intermec Technology
Hand Held meter reading units

Continued updates are being submitted by the following agencies. The City will continue to track the progress of the agencies listed below:

Crystal River Energy Complex
Status updates on compliance efforts

Florida Municipal Power Agency
Status updates on compliance efforts, also updates on Florida Power Corporation efforts regarding transmission services, generating and distribution capabilities.

Florida Power Corporation
Year 2000 Readiness Disclosure plan and implementation procedures

PUBLIC AWARENESS

The City of Bushnell realizes that all citizens need to be aware of the issue concerning Year 2000. Educational pamphlets will be created and placed in the municipal utility bills in April 1999, August 1999, and December 1999 to create public awareness, and to inform the public of the City of Bushnell's efforts to maintain quality service to our customers. Recommendations have been made to employees to create awareness.

The most important issue is education – educating the public in an informed manner to minimize the fear and anxiety regarding the millennium.

INTEROFFICE MEMORANDUM

TO: CITY OF BUSHNELL EMPLOYEES

FROM: SUSAN NOELL

SUBJECT: Y2K

DATE: 03/23/99

Y2K PREPAREDNESS

The year 2000 issue is the result of programming shortcomings in many electronic data-processing systems and other equipment that may adversely affect operations in the year 1999 and beyond. Unfortunately, many programs (if not corrected) will not be able to distinguish the difference between the year 2000 and the year 1900. This may cause the programs to process data inaccurately or to lock up and stop processing data altogether. Another factor that may cause problems in programs is the leap-year calculation. Some programs are unable to detect the year 2000 as a leap year.

Problems affecting a wide range of municipal and other governmental activities will likely result if computers and other electronic equipment that is dependent upon date-sensitive coding are not corrected.

In order to be prepared in the event of a problem with any agency, I would like to make each employee aware of certain areas that you may want to address:

JUNE 1999 – Request a copy of the Personal Earnings and Benefit Estimate Statement from Social Security. You may do this be calling **1-800-772-1213** and answering some simple questions over the phone. This will give you data regarding your payments into Social Security. Keep this document in a safe place, and request another in 1 year. Compare the total estimated tax paid to be sure your records are accurate. It is a good idea to do this every 5 years anyway.

DEC. 1999 – Make sure you have a bank statement prior to the end of December 1999. You may also request the bank provide you with a checking activity report for the last 30 days prior to the request date.

DEC. 1999 – Have hard copies of all saving account balances prior to the end of month

All agencies are preparing for the turn of the century, but it is beneficial to protect your personal interests to minimize any problem areas.

CUSTOMER NOTIFICATION

The following is an example of the notification that the City of Bushnell customers will receive in their mail upon request for compliance efforts. This notification was suggested by the law firm of Williams, Bryant & Gautier, P.A., who represent the City of Bushnell through the Florida Municipal Electric Association. This notice will satisfy the requirements of the Public Service Commission regarding notification of the consumer.

Dear Customer:

Many existing computer systems and software products are coded to accept only two digit entries in the date code field. Beginning in the year 2000, these date code fields will need to accept four digit entries to distinguish 21st century dates from 20th century dates. As a result, the City of Bushnell's date critical functions related to the year 2000 and beyond may be materially adversely affected unless these computer systems are or become year 2000 compliant ("Y2K"). This is a worldwide problem.

The City of Bushnell has begun a prudent study of its information systems and other systems to significantly improve operating efficiencies and to identify, correct or reprogram, and test its systems for year 2000 compliance. The City of Bushnell has contacted, or is in the process of contacting, its vendors and service providers in order to ascertain the extend of their year 2000 compliance. There can be no assurance, however, that Bushnell's systems, or its vendors' systems, will be year 2000 compliant in a timely manner. Furthermore, even if Bushnell's systems are year 2000 compliant, there can be no assurance that the City of Bushnell will not be materially adversely affected by the disruption or inaccuracy of data provided to Bushnell by non year 2000 compliant third parties and the failure of Bushnell's vendors and service providers to become year 2000 compliant. There can be no assurance that the year 2000 problem will not have a material adverse effect on Bushnell in the future.

The City of Bushnell will undertake all reasonable and prudent measures necessary to avoid disruption of its electric and water service to you.

Should you have any questions, you may contact Susan Noell at (352) 793-2591 between the hours of 8:00 a.m. to 5:00 p.m.

Sincerely,

Susan K. Noell
Customer Service Manager
City of Bushnell

CITY OF BUSHNELL
PREPARING FOR THE YEAR 2000

April 1999   219 N. Market St. P.O. Box 115   Bushnell, FL 33513   Phone: (352) 793-2591

WHAT IS THE MILLENNIUM BUG?
Y2K - YOUR WATER AND ELECTRIC UTILITIES

You have probably heard a lot about the **Year 2000** computer problem. It is sometimes referred to as the "**Millennium Bug**".

Years ago computers were large and bulky, and to save space in memory, computer programmers often used two digits rather than four to represent years, so the computer recognized 1998 as simply 98. As a result, some computer systems can't tell the difference between 1900 and year 2000, and could malfunction without a modification to their programming. Computers are everywhere, and even though it's a small problem, it could have big consequences if not addressed.

The City of Bushnell Electric Dept. is actually part of an interconnected system informally called the Grid. This network of power lines allow different electric generators to work together to supply the state with electricity. Electric Utilities around the U.S. are hard at work to coordinate solutions to the Y2K problem. Each individual utility is addressing the critical areas of their own operations. The City of Bushnell is no different, and has begun a prudent effort to address any area that could effect our ability to distribute electric to your location. The city will continue to update you on the status of our compliance efforts.

Please contact Susan Noell at Bushnell City Hall if you have any questions concerning Y2K.

The City of Bushnell Utilities Dept. wants you to know that we are doing everything we can to ensure your lights stay on and your water keeps flowing on January 1st of the year 2000, as we do every day. We are checking all components of the electric and water distribution system for Y2K compliance, and in the process of checking critical software.

The city cannot guarantee that critical dates will be free of problems, as we all depend on the compliance of others, but want to assure you that we are doing everything possible to keep electricity and water to your home or business. City personnel will maintain on call status in the event of any problems. We will be ready for the Year 2000.

Preparations for the Year 2000

The City of Bushnell will address all critical and non critical areas of utility operations. A four step plan has been implemented in preparing for the Year 2000:

1 – Recognize all potential problem areas

2 – Verify Y2K compliance of time sensitive system components with vendor or manufacturer

3 – Develop contingency plan

4 – Monitor compliance efforts of others

Y2K and Your Business

All businesses should evaluate any aspect of operations that is dependent upon computerized or time sensitive equipment. Check with your vendors and manufacturers for Y2K compliance on your business equipment and operations. Your preparations will help ensure a smooth transition into the New Year.

CITY of CHATTAHOOCHEE
POST OFFICE BOX 188
CHATTAHOOCHEE, FLORIDA 32324-0188

CITY HALL
Telephone: (850) 663-4046
Facimile: (850) 663-2456

UTILITIES & PUBLIC WORKS
Telephone: (850) 663-4475
Facimile: (850) 663-4233

PUBLIC SAFETY
Telephone: (850) 663-4383
Facimile: (850) 663-8510

PARKS & RECREATION
Telephone: (850) 663-2123

March 9, 1999

Commissioner Leon Jacobs
Florida Public Service Commission
Tallahassee, Florida

Dear Commissioner Jacobs:

On behalf of the City of Chattahoochee, Florida, I am submitting this letter, along with attachment, to reflect what action the city is taking regarding Y2K Readiness. I apologize for not being present at the meeting, but have requested Barry Moline, Executive Director, FMEA, to represent our city. If you require any further information, please advise.

We obtain all our power from Florida Power Corporation and have been assured by them that all possible actions are being taken to insure that the City of Chattahoochee will be supplied with power. We do not generate any power, only transmit power to our customers. Our sub-station is not controlled by any computer driven equipment, and can all be hand operated, provided power is available from our supplier. Our assurances from FPC include the following:

a. Florida Power has developed a plan for addressing the Year 2000 issues.
b. They have identified and assigned specific personnel to manage the implementation of Year 2000 plan.
c. SBU's have responsibility for implementation of the plan.
d. They have completed inventorying software, hardware and telecommunications.
e. They have completed inventorying equipment with date-sensitive hardware.
f. They are discussing with vendors of supplied systems to verify their Year 2000 compliance.

Page 2:

g.   They believe they have assigned adequate resources (financial and personnel) to implement program plan.

h.   Their plan calls for remediation and testing of mission critical systems by October 1, 1999.

i.   They intend to have contingency plans for mission critical system in place and tested prior to their use.

Based on the above assurances from our supplier, I feel the City has adequately responded to the pending possible problems that could occur with our electric supply.

Again, if you feel we need to take further action, please advise.

Sincerely,

ELMON LEE GARNER
CITY MANAGER

CC: Mike Linder, Electric Foreman

CITY OF CHATTAHOOCHEE, FLORIDA
Y2K READINESS RESPONSES

1. What is the status of identification and remediation/testing of your mission critical systems? Of your non-mission-critical systems?

    a. We have no critical systems on our distribution system that are controlled by computer systems. All are hand operated and provided power is supplied by our service provider, we can provide adequate electrical service to all customers. No non-mission critical systems are involved.

2. What precautions are you taking to ensure that mission critical communications links are not interrupted?

    a. We are relying on certification from our service provider that our links will not be interrupted, based on testing they are performing and checks they will make prior to Y2K.

3. What dates, in addition to the millennium rollover, are being tested?

    a. None, as assurance by service provider that they will be Y2K compliant and ready by 09-30-99.

4. Has your utility conducted or scheduled any contingency drills? Please describe.

    a. We have inspected our sub-station and determined that we can operate, provided power is supplied by our service provider. If we have no power supplied by service provider, we cannot provide service, except on a limited basis using a backup generator.

Page 2:

5.   What mission critical systems and locations will be staffed during the
millennium rollover?

   a. We will have members of the Electric Utility Department on standby duty
      during this period, with no more than a 10 minute response time
      permitted.

6.   What are your utility's internal deadlines for testing and remediating 1)
     mainframe computers, 2)PC Computers, and3) embedded chips on a system
     integration basis?

   a. We have no mainframe computers. PC Computers are Y2K compliant,
      along with software. We have not integration system.

7.   What tests are you conducting on non-mission critical systems?

   a. We have not identified any non-mission critical systems.

CITY OF CLEWISTON

115 West Ventura Avenue
Clewiston, Florida 33440
Fax Number (941) 983-4055

FAX TRANSMISSION COVER SHEET

Date: March 9, 1999

To: Mr. Barry Moline

Fax: (850) 224-2831

Subject: Y2K Readiness

Sender: George Mathis (Utilities Director)

YOU SHOULD RECEIVE 3 PAGE(S), INCLUDING THIS COVER SHEET. IF YOU DO NOT RECEIVE ALL THE PAGES, PLEASE CALL 941-983-1484.

Remarks:

- FPL — No control
- Considering PR PSA — We're prepared
- Nothing in distribution system Y2K sensitive

George C. Whitt, SE
Computer Programming anc Consulting Services
6687 Strotford Drive
Parkland, Florida 33067
954-344-1201

Mr. George Mathis
Utilities Director
City of Clewiston
141 Central Avenue
Clewiston, Florida 33440

Re: Year 2000 Application Program Compliancy

Dear George:

Program modifications necessary to use the year 2000 and beyond have been completed and are currently on-line and being used. The applications that were modified are: Utility Billing
                                                   Payroll
                                                   Budgetary Accounting (IFMS)
                                                   General Ledger
                                                   Accounts Payable
                                                   Occupational Licenses
                                                   Special Assessments
                                                   FIXED ASSETS

All of the programs (approximately 300) for the above applications were modified and recompiled using the Ryan-McFarland Cobol-85 Compiler for the City's UNIX based NCR S-40 server computer system. The dating scheme window was pushed forward to the year 2050. This means that all years in the dating scheme less than 50 are treated as in the century 20 and greater than 50 as in the century 19. The exception to this was payroll which was only pushed forward to 2020 because of displaying birth dates properly. We have received the latest release of the UNIX operating system from NCR which is year 2000 compliant and we will be installing this update within the next month or so.

You are in the process of ordering new software for the hand-held PC meter reading application which will be year 2000 compliant. The interface programs from the utility billing application will be modified by me for the new hand-held system and will be year 2000 compliant when this system is installed.

I will be responsible for maintaining the cobol application programs that were modified by me and any problems that may arise from the year 2000 date change will be fixed as promptly as possible.

The I-Shell and Easy Spooler programs are the responsibility of Seay Systems with whom you have a maintenance contract. The cobol compiler & UNIX operating system will be the responsibility of NCR Corp. with whom you have a maintenance contract. The hand-held and PC meter reading system will be the responsibility of ITRON with whom you have maintenance contract.

In summary, you are as well prepared for the year 2000 as can be reasonably expected. You should be able to anticipate January 1, 2000, to be just another day at work, as usual.

Sincerely yours,

George C. Whitt, SE

cc: Jeffery C. Newell, City Manager
        Harold White, Finance Director

City of Fort Meade Y2K Compliance Preparation

P O Box 856
Fort Meade, Florida 33841
USA

Phone (941) 285-8191,ext.505
Fax (941)285-7927

March 09, 1999

FMEA Y2K PRESENTATION

1.What is the status of identification and remediation/testing of your mission critical systems? Of your non-critical systems?

The City of fort Meade has formed a Y2K compliance team who has explored areas of concern and formulated contingency procedures for mission critical systems that may be affected by the Y2K rollover. The team is presently meeting on a weekly basis to prepare a manual which will identify systems of concern, their contingency plans, personnel responsibilities and communication avenues for public dissemination of information.

Testing of systems will be scheduled for the summer months of '99. Specific dates will be finalized by May 1,1999. TECO officials will be cooperating with development of local notification plans and plans for assistance, if needed.

The team has also tried to identify any problems that may arise in non-critical systems,discussing and developing back-up plans for satisfying those needs .

2.What precautions are you taking to ensure that mission critical communications links are not interrupted?

In identifying possible problems, the City has made arrangements for back-up communication systems which will not be reliant on the normal power sources. Radio,walkie-talkie and cellphone communications will be used in combination to ensure that the necessary communications can be operating during an emergency situation.

Testing of the above alternative systems will be scheduled for the last quarter of the '99.

3.What dates in addition to the millennium rollover are being tested?

The only date that has been tested thusfar is 9/9/99. Other dates that may be tested have not been identified yet. So far, our systems are compliant and will operate properly.

4.Has your utility conducted or scheduled any contingency drills? Please describe.

No tests have been conducted at this point.However, the City does plan to conduct tests on several of our critical mission systems within the next 60 day period to verify back-up

capabilities. The systems being tested will be the water/sewer plant operations and emergency services communications.

5.What mission critical systems and locations will be staffed during the millennium rollover?

1.Electric Utility operations will have staff on duty during regular work day + "on-call" personnel will be available for call out the remainder of the day/night.

2.Emergency services(police/fire) will continue to have personnel available on site during the rollover period.

3. Water/sewer plant operator will be staffed on "extended" hours during the rollover period, with 24-hour call out status.

4.Other municipal services will be on regular hours, with department directors on stand-by status, in case their assistance is needed.

6.What are your utility's internal deadlines for testing and remediating 1) mainframe computuers,2) PC computers and 3) embedded chips on a system integration basis?

1) The City 's mainframe computer system is only for billing purposes, so it does not affect the ability of the city to maintain critical systems. That system has been tested and will operate properly.

2) PC computers - All PC's have been tested and are compliant for Y2K service. The only PC's not yet compliant are not mission critical systems.

3)Embedded chips - As far as we can determine, there are no integrated systems that will be affected by chip failure.

7. What tests are you conducting on non-critical systems?

Tests are scheduled to verify successful operations for Library services,Leisure Services services, and Streets Department services if telephone communications are interrupted due to loss of electric power. A series of scenarios will be carried out to check the efficiency of those above described services to provide the public needs. The testing period will be in the early fall of '99. Contingency plans will be in place by that time for each department in question.

8.What type of communication do you plan to have with the general public about your utility's readiness, as well as preparing the public for the millennium rollover?

Newspaper articles will be planned for distribution within the next 60 days(prior to June 1,1999) to notify the public of the awareness of the Y2K rollover outlook. Also, the city will inform them at the same time of the city utility's intention to finalize, test and publish procedures that will meet the challenge of contingency plans , if needed.

These articles will also be supported by statements by our City Manager and commissioners during public meetings. Updates will be made at least bi-monthly.
In addition, the city plans to have several public information meetings at the local community center that will be aimed at informing the families of our community on ways to prepare each household for possible complications of the millennium rollover effects. These meetings will be

scheduled at several different dates and times to accommodate the needs of our public. they will begin in the summer months and continue through the fall of '99.

Reminders and helpful hints will accompany utility bills throughout the months of August'99 - December '99.

FORT PIERCE UTILITIES AUTHORITY
Addressing the Year 2000

INTRODUCTION

The Year 2000 (Y2K) poses a myriad of potential problems in the new millennium. Many computer systems were designed to use a two-digit field for the year, rather than four; therefore, any date-sensitive computing may be incorrect.

The FPUA Director of Utilities established an Information Systems Steering Committee (ISSC) in November 1994 for the purpose of short- and long-range planning for the company's information needs and continued technological progress. This committee has played a strategic role in managing the Y2K issue.

SUMMARY OF ACTIONS

In 1996, the ISSC began investigating the possibility of replacing all mainframe legacy applications, in part due to the two-digit year field problem. After reviewing the alternatives, and realizing the exorbitant price for an open-architecture system with comparable features, the decision was made to maintain the existing systems and modify the date fields for Y2K compliance.

The ISSC has adopted as a guide a manual published by Sheshunoff Information Services Inc. titled "State & Local Government, Preparing for Year 2000: Analysis, Testing & Implementation." Following suggested procedures, FPUA has developed a comprehensive, dynamic program to address the potential impact to computer hardware and software systems, and embedded systems (i.e., microprocessors that are critical parts of control and production equipment), as well as influences from external sources. After all problem areas are identified, a contingency plan will be created and a "SWAT team" assembled and trained to deal with any critical problems that arise as Y2K approaches. This contingency plan will be an adjunct to the company's disaster plan, and it will also be tested.

Many FPUA employees are dedicated to assessing and solving Y2K problems. The Information Systems Department has the equivalent of 3.5 full-time experienced information technology employees working on the legacy system renovation and validation. This department is also responsible for all company personal computers (PC's), network servers, and telecommunications. Approximately 25 other employees are participating in three ISSC subcommittees which have been established to investigate plants, buildings, and all other systems and equipment as related to Y2K. Most modifications and/or replacements are scheduled to be completed by April 30, 1999. Testing, which is already under way, will continue throughout 1999 to ensure readiness.

PLAN PROGRESS

Hardware:

Servers - The legacy system software operates on an Alpha 4100 server. To test the server, the Information Systems Department is currently upgrading the memory and disks of a backup server (Alpha 2100), will transfer applications to this server for a period, and then test the Alpha 4100 server. The vendor (DEC) will mail a "patch" by November to bring all servers up to Y2K compliance. Approximately 10% of the testing on network components is complete.

Personal Computers - FPUA has been replacing one third of its PC's (150+) each year beginning with FY 97. The Information Systems Department is using a program on all of the company's servers and PC's called TF2000, which tests the hardware, and also a program that tests files for Y2K compliance. About half of all PC's have been tested. If a PC is not compliant, a program can be installed to modify the system. We have found all newer PC's to be Y2K compliant, as is all current Microsoft software. A program is also being run on company PC's to list all installed software, to ensure that all software programs are tested.

Software:

The legacy system applications include Customer Service and Billing, Human Resources, Accounting, Payroll, Inventory, Vehicle Maintenance, Accounts Payable, and Purchasing. Modification of the date fields is 14% complete, and should be accomplished by April 30, 1999. This project (expanding the date fields) is estimated to require 3,500 hours. The modified vehicle maintenance system has been installed into production; inventory control will be installed in September.

Telephone System:

All telephone system hardware and software is scheduled to be tested and modified (if required) by October 1998.

External Sources:

As a full service utility provider (electric, water, wastewater and natural gas), we are also working with our business partners and vendors to ensure action is being taken to avoid Y2K disruptions.

Our partner in the All Requirements Power Supply Project, Florida Municipal Power Agency, has sent out surveys to participating generating stations. Florida Gas Utility is utilizing their staff to review their situation in light of Y2K, as is Florida Gas Transmission.

Departments are contacting sole source providers in an effort to ensure uninterrupted supply of goods and services from our vendors.

Our primary bank, Riverside National Bank of Fort Pierce, as well as other banks we use, have assured us that all their systems are Y2K compliant.

SUBCOMMITTEES

<u>Plants</u>:

Power Plant -
    Unit #5 Governor controls are not date sensitive; exciter controls - no check involved.
    Unit #7 No computer. Does have emission monitoring equipment for EPA reporting; new software system will be required. PC is Y2K compliant; however, some Program Logic Controls (PLC's) still need to be tested.
    Unit #8 No computer. Does have emission monitoring equipment for EPA reporting; new software system will be required. PC is Y2K compliant; however, some Program Logic Controls (PLC's) still need to be tested.
    Unit #9 Computer has a clock; has been reset and tested. Appears to be for the purpose of time stamping on a printout; does not affect operations.

Investigation is approximately 75% complete.

Water Treatment Plant and Wastewater Treatment Plant -
    Host computers utilized for programming at the two plants have PLC's that need to be replaced, at a cost of about $3,000. The deep injection well and Lift Station A are scheduled to be tested in September.

Investigation is approximately 50% complete.

<u>Buildings</u>:

An inventory of all buildings and equipment has been completed. A contact list with telephone numbers and addresses for related manufacturers has been developed, telephone calls to gather information have been made, and follow-up letters have been mailed.

A report will be completed in September to state that no major concerns were discovered.

<u>Other Systems and Equipment</u>:

The subcommittee has identified and prioritized a substantial listing of equipment to be examined, including:
        SCADA System - The new system should be installed before Y2K.
        Interactive Voice Response System for Customer Service and Dispatch - Should be Y2K compliant; the Information Systems Department will test in the near future.
        Substations - Most are old and therefore no problem. However, the newer stations are a concern.

SUMMARY: Plan Item	Estimated Cost	Completion Date	Budgeted
Servers	N/A	12/98	YES
SCADA System	$450,000	10/99	YES
Legacy Applications	300,000	4/99	YES
Personal Computers	150,000	4/99	YES
Telecommunications System	100,000	4/99	YES
Emissions Monitoring Systems	30,000	4/99	YES
PLC's - Embedded Chips	25,000	4/99	YES

City of
Green Cove Springs

(904) 529-2200   *229 Walnut Street*   *Green Cove Springs, Florida 32043*
Fax: 529-2208

Y2K READINESS QUESTIONS
AND ANSWERS

1. What is the status of identification and remediation/testing of your mission critical systems? Of your non-mission-critical systems?

    The City of Green Cove Springs defines Mission Critical as those systems that will interrupt power distribution or prohibit revenue collection if inoperable. All mission critical systems have been identified, tested, upgraded and are 100% Y2K compliant.

    Non Mission Critical systems, all other systems, have been identified and are in the process of being replaced or upgraded.

2. What precautions are you taking to ensure that mission critical communication links are not interrupted?

    The City researched the system components and determined that the City of Green Cove Springs had no communication links that would be affected. The City is a "distribution only" provider and receives its bulk power from FMPA through a contractual agreement. According to the City's electric staff, even the relays are mechanical.

3. What dates, in addition to the millennium rollover, are being tested?

    In addition to January 1, the City either has or will be testing February 29, 2000.

4. Has your utility conducted or scheduled any contingency drills? Please describe.

    Since there are no communication links that will be affected, there is no requirement for a contingency plan, however in all other areas where there is potential risks, a contingency plan has been or will be established as the City continues to make assessments.

5. What mission critical systems and locations will be staffed during the millennium rollover?

    All electric department and other utility department personnel will be on call for the millennium rollover.

Member, Florida League of Cities

6. What are your utility's internal deadlines for testing and remediating 1)mainframe computers, 2) PC computers, and 3) embedded chips on a system integration basis?

   Our mainframe computer and all pc's have already been tested and upgraded where necessary. Our deadline for testing and correcting embedded chips is October 1, 1999.

7. What tests are you conducting on non-mission critical systems?

   For our non-mission critical systems, we have conducted testing on the millennium and February 29, 2000 date rollovers.

8. What types of communication do you plan to have with the general public about your utility's readiness, as well as preparing the public for the millennium rollover.

   In order to communicate a comfort level for our citizens, the City has been placing small information clips in the monthly newsletter, The Spring Runner, posted informational flyers in the lobby as well as mailed them out with customer utility bills. A local television station as well as local newspapers have given us coverage on the Y2K programs. The City's Utility Director also met with the City's largest homeowner's association regarding Y2K readiness. The City's Y2K team members have also attended the County's meeting to inform them as to the City's progress on the electric utilities.

3/24/99

Y2K Readiness Meeting
Questions for Utility Presentations
Town of Havana

1.) The Town of Havana has the following mission critical systems:

   Electric Distribution System
   Natural Gas Distribution System
   Water System
   Sewer Distribution System and Wastewater Plant
   Police Department
   Volunteer Fire Department

The Town has identified all areas that we feel have the potential for problems with the millennium rollover. The Town is currently doing a computer conversion of both hardware and software which involves utility billing, general ledger, payroll, etc. The conversion should be complete and fully tested by mid-June. The computers and all dispatch capability for both police and fire have been upgraded for Y2K compatibility and readiness. The Electric Distribution System, including the Electric Substation, has been checked and all systems are Y2K ready. Florida Power Corporation has verified with the manufacturer that the reclosers, breakers and controls at the Town's Electric Substation are Y2K compatible. The Natural Gas Distribution System is Y2K ready. The Water and Sewer System have also been checked for Y2K readiness.

2.) The Town's dispatch capability for utilities, police and fire has been upgraded where necessary to be Y2K ready.

3.) The only other date test is February 29, 2000.

4.) There are no contingency drills scheduled.

5.) The Havana Police Department will be staffed during the millennium rollover and we will have utility crews available on standby.

6.) We hope to have everything in place by July 1, 1999.

7.) We do not have any plans for non-mission critical systems testing.

8.) We plan to communicate our readiness for Y2K to the general public via the message spaces available on the back of our customer's utility bill.
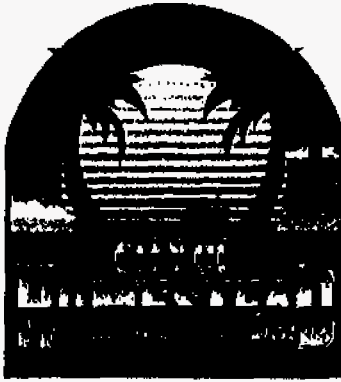
CITY OF HOMESTEAD, FLORIDA

790 N. HOMESTEAD BOULEVARD • HOMESTEAD, FLORIDA 33030
TELEPHONE: (305) 247-1801 • FAX: (305) 246-3241 • E-Mail: http://ci.homestead.fl.us

Steve Shiver, *Mayor*	COUNCIL MEMBERS:	Eliza D. Perry
Jeffrey D. Porter, *Vice-Mayor*	Steven C. Bateman	Nicholas R. Sincore
Charles W. Baldwin, Jr., *City Manager*	Eddie Berrones	Roscoe Warren

March 23, 1999

Blanca S. Bayo, Director
Division of Records and Reporting
2540 Shumard Oak Boulevard
Tallahassee, Florida 32399-0859

Dear Ms. Bayo:

I have listed below the responses to the questions for the "Year 2000 Readiness Workshop" to be held March 29, 1999 by the Florida Public Service Commission.

1. **Has your utility bifurcated its Year 2000 remediation efforts between "mission critical" and "important" systems?**

    The G. W. Ivey Power Plant with a capacity of 58.9 MW from 16 generation units, fuel to run this plant and the 9 feeder distribution system are our mission critical systems. We have not bifurcated our efforts. See attached "System Overview".

    1998 Peak Demand   64 MW

2. **If your utility has bifurcated its remediation efforts, what functions (e.g., safety, generation, customer billing, accounting, payroll) make up the "mission critical" category? What functions make up the "important" category? Please describe how your distinguish between "mission critical" and "important" systems.**

    "Mission critical" systems are those systems necessary to serve load.

3. **Has your utility prioritized its "mission critical" systems? If so, please provide the priority listing.**

    See Question #1 response.

4. **What method are you using to test your mainframe computers? Please describe this method.**

    There are no in-house developed systems. We have a vendor supplied certification letter of compliance.

Blanca S. Bayo
Page 2

5.   **What systems to you have running on mainframe computers?**

HTE utilizing Billing and Customer Service software.

6.   **What "mission critical" systems are not run on mainframe computers?**

We do not have any "mission critical" systems running on mainframe systems.

7.   **What systems have you found that contain date-sensitive embedded chips?**

System Frequency Clock.

8.   **Are embedded chips being tested both as a stand-along device and as part of an integrated system? If not, why?**

Not applicable.

9.   **Are all "mission critical" related mainframe computers, PC computers, and embedded chips being tested notwithstanding any vendor's or manufacturer's claim that the device is year 2000 compliant? If not, why?**

Not applicable.

10.   **Are you conducting sampling tests instead of testing all of your systems? If you are conducting sampling tests, please describe the methodology you are using and explain how and why you selected this methodology.**

Not applicable.

11.   **What precautions are you taking to ensure that "mission critical" communications links are not interrupted? Will these precautions be detailed in your contingency plan?**

The Ivey Plant has an Electric Code call system with an air horn backup. The City of Homestead telephone is Y2K compliant by test and vendor compliance letter. Our field communication system is VHF radios. We will communicate with other utilities in Florida by Satellite phones.

12.   **What dates, in addition to the millennium rollover, are being tested? Why?**

We are participating in all FRCC system testing.

13.   **Has your utility conducted or scheduled any contingency drills? If so, please indicate the purpose of each drill.**

In order to fix some hot spots in McMinn Substation this winter, we have had to separate and run the Ivey Substation as an isolated load several times.

Blanca S. Bayo
Page 3

14.   What "mission critical" systems and locations will be manned during the millennium rollover? Will these assignments be detailed in your contingency plan?

G. W. Ivey Power Plant, McMinn Substation, and Ivey Substation. Homestead has a regional emergency operations center which will be activated on December 31, and January 31.

15.   What is your company's internal deadline for testing and remediating the following:
        (1)   mainframe computers?
        (2)   PC computers?
        (3)   Embedded chips on a system integration basis?

Second quarter of 1999.

16.   What tests are you conducting to ensure that "non-mission critical" operations, which may not be Year 2000 compliant, will not inadvertently affect "mission critical" operations?

We are scheduling a roll-over test of Utility Billing/Customer Service software in June, 1999.

17.   For Florida Power and Light and Florida Power Corporation:

Please describe the Nuclear Regulatory Commission's requirements to ensure nuclear power plants are Year 2000 compliant. What steps is your company taking to insure its nuclear power plants will be Year 2000 compliant?

Not applicable.

18.   For natural gas distribution utilities:

Is your natural gas distribution system SCADA-controlled? If so, can any embedded chip not Year 2000 compliant send an erroneous signal that can lead to an interruption in natural gas delivery?

Not applicable.

James L. Swartz
Utilities Department
City of Homestead
675 N. Flagler Avenue
Homestead, Florida 33030

CRITICAL SYSTEMS OVERVIEW

GENERATION:

Stanton 1 & 2	21.1	MW
St. Lucie 1 & 2	6.1	MW
Ivey Plant	58.9	MW
Total Capacity	86.10	MW

Historic Dec. 31 Midnight Load:

98 Dec. 31	39	MW
97 Dec. 31	37	MW
96 Dec. 31	41	MW
1998 Peak Demand	64	MW

Ivey Plant controls are all pneumatic.

FUEL SUPPLY:

Fuel 95% natural gas, 5% #2 Diesel. 500,000 gallon diesel fuel storage tanks are on-site feeding gravity to day tanks for each generator.

TRANSMISIONS SYSTEM:

- No SCADA system

- Electric/mechanical relaying system – Hard wired to Dispatch

DISTRIBUTION SYSTEM:

- No SCADA system

- Electric/mechanical relaying system – Hard wired OCB controls to Dispatch

CUSTOMER SERVICE:

HTE Billing System – Will be compliant in April 1999

THE CITY OF JACKSONVILLE BEACH ELECTRIC DEPARTMENT
Y2K MEETING
March 10, 1999

INTRODUCTION
The City of Jacksonville Beach Electric Department is currently evaluating and testing critical and non critical items in our System. We rely on FMPA for our power as we are a Transmission and Distribution Utility.

MISSION CRITICAL ITEMS
Some of the items we consider critical are the Transmission Line Relays. Most of the Relays and related equipment are Electro Mechanical and Solid State not Microprocessor based. We have only a few Relays manufactured by GEC Alsthom that are in question and we have certification from the manufacturer on their compliance. Another critical system is communication. We use Bell South for Substation Relay Equipment, telephones, and Motorola radios for truck communication. The Telephone and Radio systems are still in the evaluation process.

NON-MISSION CRITICAL ITEMS (IMPORTANT)
The SCADA System we consider to be non critical in the sense that if a failure occurs it is possible for us to shut it down and still have reliability in our System. SCADA is a convenience for Historical and REAL Time DATA collection. We are currently in contact with the manufacturer Advanced Control Systems (ACS) on when the upgrades or patches will be installed to assure our System will be maintained.

NON-MISSION CRITICAL ITEMS (LESS IMPORTANT)
We have completed the inventory on the non critical units such as our Billing Computer IBMHTE AS400, PC's, fax machines, and other equipment used throughout the city's work environment. We have tested all the PC's throughout the City using a program called Check PC 2000. Other equipment has either been tested, or we have received a letter of certification. We are working on whether to budget for repair or replacement of the few items that failed the testing or certification. All of the City software is compliant with the exception of some specialty software in which case the user of the software will be responsible for the upgrade or replacement. As for the AS400 we have a letter of Certification from the manufacturer. Metering is another non critical part of our system, we believe if meters fail they can and will be replaced. The billing meter for the city is to be corrected by Florida Power & Light through FMPA.

CONTINGENCY PLAN
During the time of the millennium rollover we are considering manning our four Substations that have Transmission Lines, with Substation Technicians. These Substations are in strategic locations throughout our System.

FMPA
We are working in conjunction with other utilities in the workgroup sponsored by FMPA. FMPA is in the process of coordinating any Generation and Transmission concerns we may have along with any contingency drills they feel necessary.

SUMMARY
As an Electric Utility approximately 75% complete in evaluating and certifying our System we feel confident that we will be ready by June 1, 1999 for the rollover. Once again as a non-generating Utility our concerns lie in the Generation Pool and Transmission Grid System.

Myfiles\memos\y2k\pacay2k.wpd

CITY OF JACKSONVILLE BEACH, FLORIDA

OTHER SOURCES

GEORGIA POWER

The Energy Authority

FLORIDA POWER & LIGHT TRANSMISSION GRID

FPL 240 kV

FPL 500 kV → Duval ← JEA/FPL 500 kV

JEA 240 kV

JEA GENERATION

FMPA ALL REQUIREMENTS

Generation
St. Lucie
KUA
OUC
Key West

Power Contracts
TECO
GRU
Others

JBE Sampson Substation

JEA 240 kV

JEA ELECTRIC SYSTEM TRANSMISSION GRID

JEA 138 kV

JACKSONVILLE ELECTRIC UTILITIES

JBE 2-138 kV 17 MILES

JEA Neptune Beach Substation

OCB

JBE Ft Diego Substation

JBE 138 kV

4.6 MILES

JBE Butler Substation

JBE 138 kV

2.3 MILES

JBE Jacksonville Beach Substation

JBE 138 kV

3.5 MILES

JBE Connection to JEA

*30,000 ELECTRIC CUSTOMERS

*ST. JOHNS COUNTY   *JACKSONVILLE BEACH   *NEPTUNE BEACH

Charles W. Smith
March 1, 1999
Drawing1.jea.jbe.vsd

JEA

Florida Public Service Commission Year 2000 Readiness Workshop

Answers to Public Service Commission's Survey

Question 1-Response: No we separated by Mission Critical and Non Mission Critical vs Mission Critical and Important.

Question 2-Response: All of the JEA systems are important, both to the company and the communities we serve. For the purpose of classifying systems as to their relative importance in the context of assuring Y2000 readiness, systems are classified as Mission Critical or Non Mission Critical. Systems are further divided into Class 1 and Class 2.

Mission Critical-systems that have direct bearing on the JEA's ability to generate and deliver electricity, pump and deliver water or to dispose of wastewater.
Class 1-Systems: Any system where it is critical that any disruption not exceeds 48 hours.
Class 2-Systems: Any system where it is critical that any disruption not exceeds 30 days.

Question 3-Response: See **Attachment 1**.

ATTACHMENT 1

Class 1-Mission Critical:
   a. Substation/Relay protection/Monitoring
   b. CEMS(Continuous Emissions Monitoring Systems)
   c. Databases(Current Production Applications Only)
   d. Distribution Automation Systems
   e. EMS/SCADA
   f. Enterprise Servers
   g. Plant Control Systems
   h. Power Generating Stations
   i. Combustion Turbines
   j. Water Generation Plants
   k. Wide Area Network/Local Area Network
   l. Desktop Work Stations
   m. Power Plant Unit Performance System
   n. Co-Owned Power Plant Generation(SJRPP/Sherrer)
   o. Turbine Control Systems
   p. Field Management System(Customer Field Management System)
   q. Geographic Information System(GIS)
   r. Financial Information System (AP/GL/HR/Projects/Payroll/Purchasing/Inventory)
   s. Maintenance Planning System
   t. Work Management Systems
   u. Boiler Control Systems
   v. PBX/ACD and Voice Communications
   w. Waste Water Control Systems
   x. Water Laboratory Systems

Class 2-Mission Critical:
   a. CBIS(Customer Billing Information System)
   b. Branch Location Systems(Point of Sale Applications)
   c. Facilities and Building Management Systems
   d. Fleet Fuel System
   e. Metering Systems
   f. Fixed Assets System
   g. Treasury Systems

h. Industrial Pretreatment System

Non Mission Critical Systems:

a. Bond Swap Applications Support
b. Corporate Automatic Pay System
c. Customer Support Systems(Equifax, Experian, Autotrak and Quick Check)
d. Document Management System
e. Graphics and Print Systems
f. Mail Management Systems
g. Network Applications(In house developed)
h. Revenue protection Systems
i. Risk Management Log system
j. Supply Chain Planning System
k. Training Information Systems
l. Video Systems
m. WEB Services

Question 4-Response:-Only one applications will remain on mainframe based resources. Customer Billing Information System (CBIS). Detail process used to test all applications regardless of platform is outlined in **Attachment 2**.

Question 5-Response: -Customer Billing Information System.
Question 6 Response: -All other mission critical systems other than Customer Billing Information System run on corporate standard platform (client server).
Question 7-Response:-Primarily control systems (Plant, SCADA, Facilities Management, Cardkey System etc.).

Question 8-Response: -All system regardless of their nature utilized the same comprehensive system for testing. See Attachment 2.

Question 9-Response: -Yes, all systems are being tested regardless of vendor claims or assertions.

Question 10-Response: -No, we are not doing sampling testing we are conducting full-scale unit, integration and system testing.

Question 11-Response: -Primary precautions include participation in all regional and national drills activities. First major drill scheduled for April 9,1919. High engagement with primary telecommunications provider is a key piece of current contingency plan. Joint sponsorship of preparedness session (see Attachment 3) is one of many direct engagements with this key supplier of this service.

Question 12-Response: -All testing activities were initiated as a means of thoroughly testing all scenarios. That was our reasons for testing the following scenarios in addition to the date rollover:
   a. Internal Date fields-nine (9) scenarios. Example: If the date is two
      digits utilizing windowing technique is it fixed? All examples
      included in JEA Certification and Guidelines document used by all
      to test for compliance.

4

b. Year 2000 Date Processing. Eight (8) scenarios Examples: Date across century boundary tested? System performs Arithmetic calculation correctly (01/06/00-01/06/61=39). All examples included in JEA Certification and Guidelines document used by all to test for compliance.

c. Other/Indirect Date Usage nine (9) scenarios. Examples: Date dependent activation/deactivation of passwords, accounts, and commercial license. All examples included in JEA Certification and Guidelines document used by all to test for compliance.

d. Leap Year Seven (7) scenarios Examples: February 29,2000 recognized as a valid date. Arithmetic operations that recognize year 2000 have 366 days not 365. All examples included in JEA Certification and Guidelines document used by all to test for compliance.

e. Usage of dates internally and externally. Twenty-three (23) scenarios. Example: Date forecasting and historical processing. All examples included in JEA Certification and Guidelines document used by all to test for compliance.

Question 13 Response: -Yes. First drill April 9,1999. Others are a part of comprehensive contingency plan and other drills that were started on January 1,1999 and are scheduled for completion November 15,1999.

Question 14 Response: -All generating stations, water plants and sewage plants as usual. Heighten levels of staffing will be provided to customer outreach areas and Emergency Communications areas. These assignments are detailed in contingency plan.
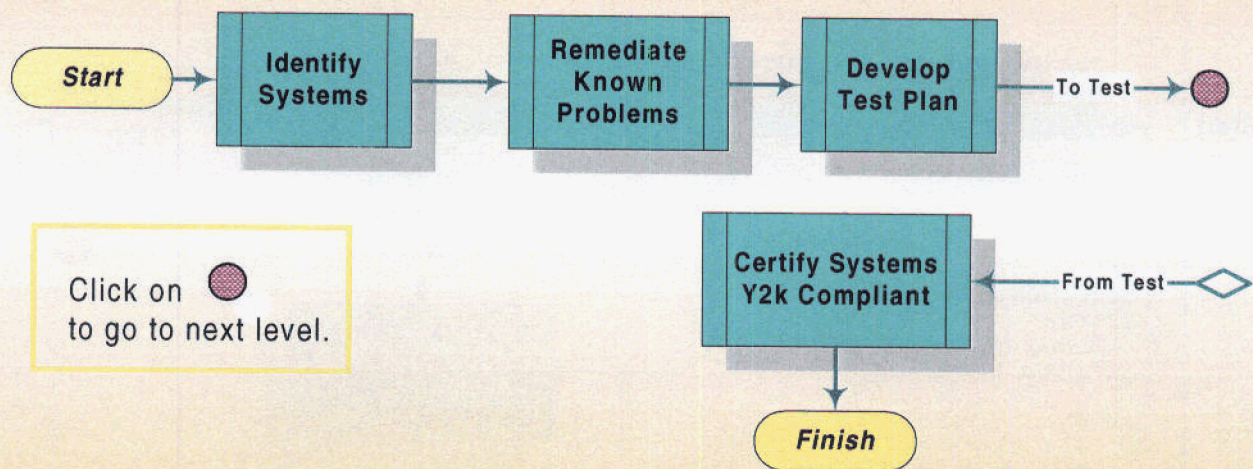
Question 15 Response: -Mainframe-December 1998, PC's-December 1998 and Embedded Chips-December 1998.

Question 16 Response: - All testing regardless of category (critical or non-mission critical) is included in contingency plan to insure inadvertent affects are properly managed.
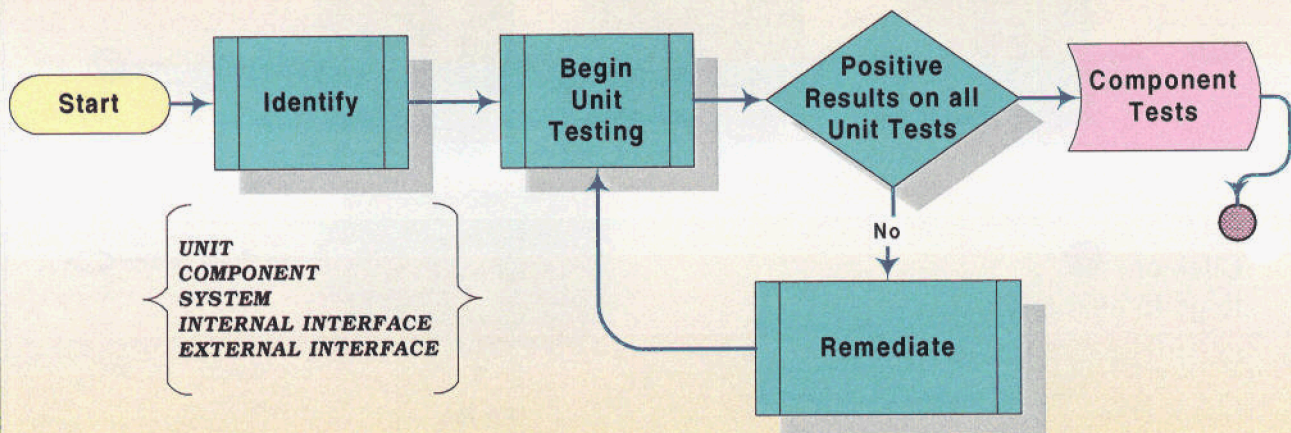
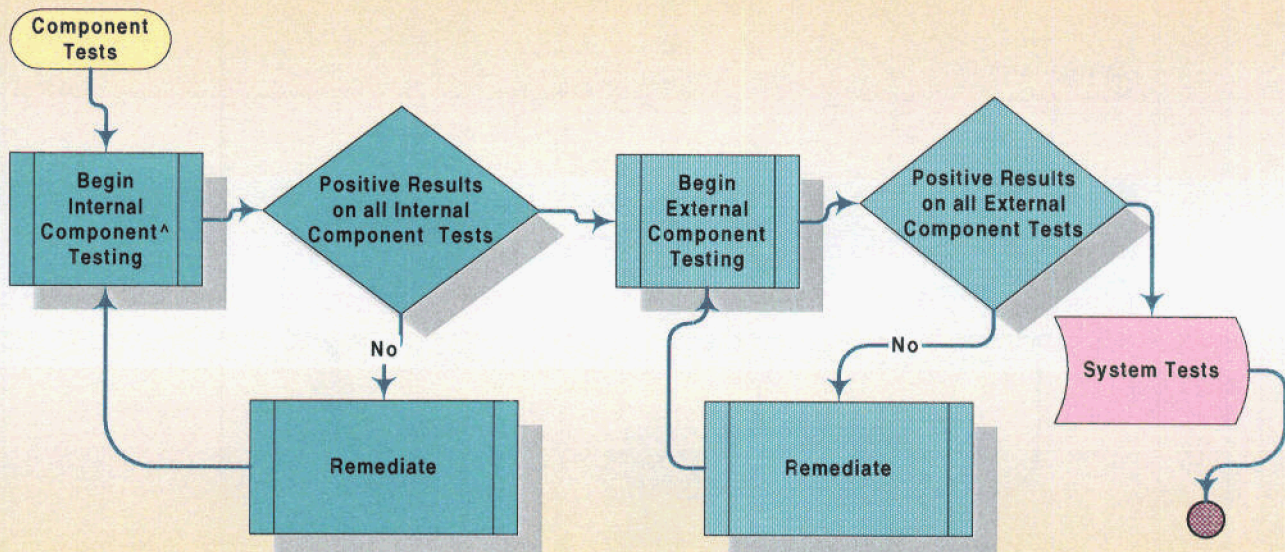Questions 17 and 18 do not apply

Attachment 2
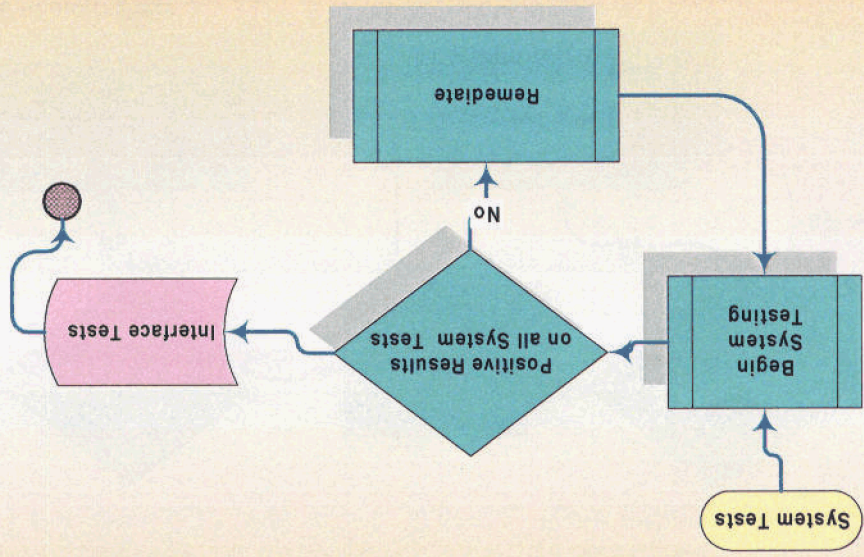
Year 2000 Certification Process

Start → Identify Systems → Remediate Known Problems → Develop Test Plan → To Test → ●

Click on ● to go to next level.

From Test ◇ → Certify Systems Y2k Compliant → Finish

Year 2000 Unit Testing Process

```
Start → Identify → Begin
                    Unit      → Positive
                    Testing     Results on all   → Component
                                Unit Tests          Tests

{ UNIT
  COMPONENT
  SYSTEM
  INTERNAL INTERFACE
  EXTERNAL INTERFACE

                                    No
                                    ↓
                                 Remediate
```

Year 2000 Component Testing Process

Component Tests

Begin Internal Component^ Testing

Positive Results on all Internal Component Tests

No

Remediate

Begin External Component Testing

Positive Results on all External Component Tests

No

Remediate

System Tests

^Includes imbedded controllers

Year 2000 System Testing Process

System Tests

Begin System Testing

Positive Results on all System Tests

NO

Remediate

Interface Tests

Year 2000 Interface Testing Process

Interface Tests

Begin Internal Interface Testing → Positive Results on all Internal Interface Tests

No → Remediate

Begin External Interface Testing → Positive Results on all External Interface Tests

No → Remediate

Submit results/evidence to Certification process.

Attachment 3

JEA
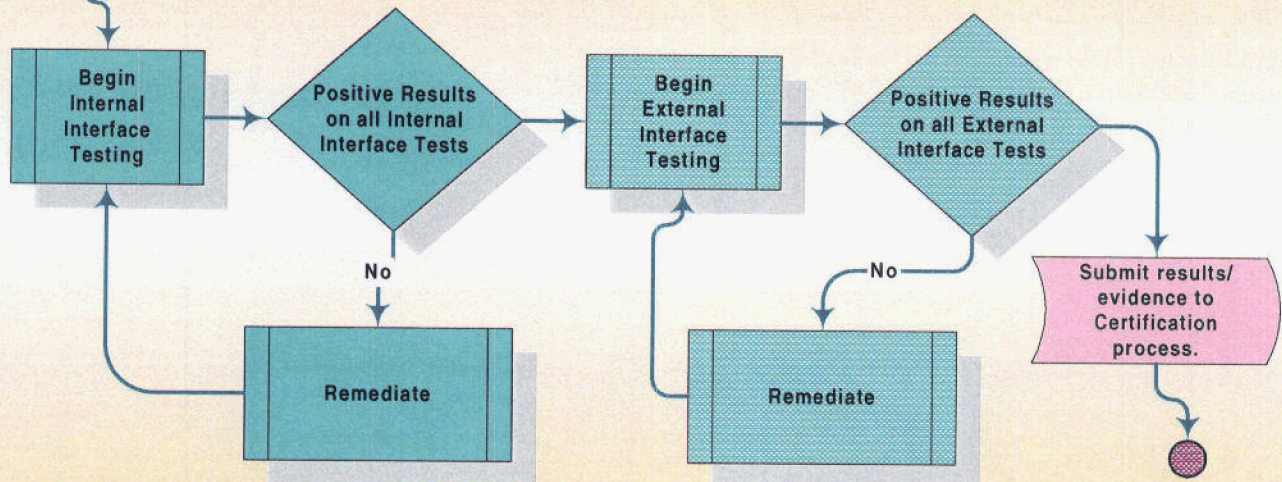
*JEA_Improving the quality of life
in the communities we serve*

ABOUT JEA	CUSTOMER SERVICE	COMMUNITY & ENVIRONMENT	CONSERVATION & SAFETY TIPS	BUILDER INFO

Conservation & Safety Tips
CORPORATE CUSTOMERS: 1999 Disaster Preparedness Seminar

1999 Disaster Preparedness Seminar

Wednesday, April 14, 1999
Prime Osborn Convention Center
1000 Water Street   **Register Below**
Jacksonville, Fl
(Free Parking Provided)

- Find out what JEA and BellSouth Mobility are doing to keep Y2K from being a disaster!
- Learn how your company can be prepared for a disaster of any kind.
- Hear how Jacksonville is equipped to deal with a disaster... from recovery plans... to cooperative efforts... to contingency plans.
- Find out how to keep your business up and running after a disaster.

Program Overview

7:30 – 8 a.m.	Continental Breakfast Registration
8:00 – 9:20 a.m.	General Session I
9:50 – 10:30 a.m.	Breakout Session
10:40 – 11:45 a.m.	General Session II
11:45 – 12:45 p.m.	Lunch With Keynote Speaker
12:45 – 1:30 p.m.	Question & Answer Period
2:00 – 2:40 p.m.	Breakout Session
2:50 – 3:30 p.m.	Breakout Session
3:30 – 4 p.m.	Visit Vendor Displays

General Session I
An overview of disaster preparedness plans by JEA, BellSouth Mobility, Duval County Emergency Management and the American Red Cross. How their readiness and responsiveness affects you and your business.

General Session II
How your local utilities and city government plan to maintain electric, water, sewer and communication services when the year 2000 rolls onto the calendar. What has been done and what continues to be done by JEA, BellSouth and the City of Jacksonville to be ready for Y2K.
Vendors and organizations offering services of benefit and value in times of disaster will be on-hand to provide information and answer questions. Participants will have ample opportunity to visit vendor booths and displays.

Keynote Luncheon Speaker
Jerry Jarrell
Director, National Hurricane Center, will share his knowledge of one of Florida's prevailing natural threats -- hurricanes. The National Hurricane Center is responsible for tracking and providing information about tropical depressions, tropical storms and hurricanes in the Atlantic Ocean, Gulf of Mexico and Caribbean Sea. Jarrell takes the lead in monitoring and reporting these potentially disastrous weather conditions. Don't miss this opportunity to learn how Florida is "on alert" -- direct from the man who keeps a close watch on the eye of the storm.

Question and Answer Panel
Nat Glover

Sheriff
City of Jacksonville
Walt Bussells
Managing Director
JEA
Jim Bugel
General Manager
BellSouth Mobility
Ron Baker
Chief Information Officer
JEA
Clay Owen
Y2K Spokesman
BellSouth Mobility
Chip Patterson
Director
Duval County Emergency Management
Michael Barnes
Director of Disaster Services
American Red Cross
Richard Saig
Division Chief of Information Technology
City of Jacksonville

Breakout Sessions
Preparing A Recovery Plan
What every business needs to have in its disaster preparedness plan.
Speaker: Brian Vigue, president, Association of Contingency Planners
Terrorism 101
Is the First Coast susceptible to terrorism? Can terrorism affect your business?
Be prepared for disasters created by intent.
Speaker: David Olshack, special agent, Federal Bureau of Investigation
Are You Covered?
Avoid a disaster after a disaster by knowing the ins and outs of insurance
coverage.
Speaker: Robert Aronoff, public information specialist, Florida Department of
Insurance
Safeguarding Your Health During Crisis
Be prepared for post-disaster situations. Know the health and medical issues.
Speaker: Patricia Frank, R.N., director of emergency preparedness and
response, Duval County Health Department
Through The Flames
An assessment of the 1998 wildfires in Florida, and how fire-fighting agencies
plan to deal with another dry season.
Speakers: Lorin Mock, division chief of fire operations, Jacksonville Fire and
Rescue; and Bruce Hill, district manager, Florida Division of Forestry
In The Path of the Storm
What to look for and when to be concerned as weather conditions change.
Speaker: Brian Gotter, meteorologist, WJXT Ch. 4
Preparing Your Employees and Their Families
Why personal preparedness impacts your company's readiness. How to help
your employees be prepared.
Speaker: Michael Barnes, director of disaster services, American Red Cross

Registration Form
Registration deadline: March 31, 1999

Name:	
Title:	
Company:	
Address	
Street:	

City:

State:

Postal Code:

e-mail:

Phone Number:

List the breakout sessions of your choice:

1.

2.

3.

Alternate:

Register

For more information about the 1999 Disaster Preparedness Seminar, please call (904) 443-6897.

About JEA | Customer Service
Community & Environment | Conservation & Safety Tips | Builder Info

back to **top**

Y2K Readiness Meeting
Questions for Utility Presentations

Jack Wetzler

Key West City Electric System

1. What is the status of identification and Remediation of CES' mission-critical systems?

Our system wide goal is to be 100% prepared by 6/30/99. To achieve that goal, we have divided the System by function:

Transmission and Distribution
Generation
SCADA
Business systems
Communication

We began this project in the summer of 1997. A leader has been assigned to each group and has the responsibility of monitoring and reporting on the status of each section -- Dave Gerstenkorn, Engineer in charge of the generation efforts and Wayne Davila from our T&D section.

For each item identified, the leader is responsible for:
Creation of a master inventory
Evaluation
Testing
And, if necessary, remediation.

To assist with all of these aspects, CES has taken advantage of the networking opportunities which are available through the Y2K group coordinated by FMPA, NERC, APPA, and other regulatory agencies and organizations, of which we are, members.

CES is currently approximately 70% complete with the entire process and we have not discovered any major problems.

Some of the problems we found are:
25 GEM meters - for these, we are in the process of procuring replacements which is scheduled for installation in the summer.
Itron handheld software - has been satisfactorily upgraded.
The mainframe computer systems responsible for customer service, billing, payroll, financials, purchasing, etc. - we have completed the installation of new software and hardware.

CES is documenting the entire project whenever possible, is obtaining written confirmation from suppliers and other third parties' readiness.

CES is responding to all outside inquiries regarding its readiness and are in the process of requesting the status from all of its third parties.

Regarding CES' non mission-critical systems?

The system is considering everything that would impact the ability to provide power and related services to our customers as mission critical. As such, it is the opinion of management that practically everything is mission critical.

Senior management has placed the same efforts, and requires the same procedures, on all items we identify.

For instance, our gas pumps may not be considered mission critical to some utilities. However, our management has deemed them to be inventoried and they require the same scrutiny as generators, relays, etc.

2. What precautions is CES taking to ensure that mission critical communications links are not interrupted?

CES is somewhat unique due to its geographic location. Our service area starts just below the 7 mile bridge at Marathon and continues down to Key West

We have developed a very comprehensive set of "Storm Procedures," which we are continually updating. We realize we are somewhat dependent on third parties so we have established our own contingency plans.

During Hurricane Georges, our procedures were implemented and the result was that we were able to restore power to the majority of our service area in a relatively short period of time.
These Storm Procedures will be used as a guide in preparing for the millennium rollover. The procedures address drills, communications, preparedness, staffing, etc.

We are in the process of completely replacing our control and dispatch center with upgraded systems.

Our telephone systems have already been upgraded.

Our LANs and WANs are prepared.

3. What date, in addition to the millennium rollover, is being tested?

99 bug	1/1/99
9's bug	9/9/99
Y2K bug	1/1/00
Leap Year bug	2/29/00
1st 6 digit bug	10/10/00
Leap Year rollover	3/1/00

4. Has CES utility conducted or scheduled any contingency drills?   Please describe.

The first formal drill will be on 4/9/99, as part of NERC's drill.
Further contingency drills are to be scheduled towards the end of the 2nd quarter.

5. What mission critical systems and locations will be staffed during the millennium rollover?

The General Manager announced at an employee meeting in early February that he will publish the System's staffing requirements by June, 1999.

He further announced that there will be no leave approved before this schedule is released.

At a minimum, it has been discussed that all generation units, substations and the control center will require staffing.

6. What is CES' internal deadline for testing and remediating:
- Mainframe computers - 100% completed. A new Digital Alpha Server has been installed and is fully functional

- PC's - 80% complete, with 100% completion scheduled for 6/30/99

- Embedded chips on a system integration basis - 70% complete, with 100% completion scheduled for 6/30/99

7. What tests are you conducting on non-mission critical systems?

As mentioned before, CES is applying the same testing procedures to all systems.

8. What types of communication does CES plan to have with the general public about CES' readiness, as well as preparing the public for the millennium rollover?

CES has a formal written response to all Y2K readiness inquiries. This response is also posted on our Website.

CES is considering a customer bill stuffer, but has not yet decided on the format or content.

CES' key personnel have met with various groups in the community (Rotary, Chamber of Commerce) and have been interviewed by various local newspapers.

DATE: March 16, 1999

TO: James C. Welsh, President & General Manager

FROM: Pete Valdellon, Manager of Audit

SUBJECT: PSC – Y2K

Question: March 10th, we were required to appear before a Public Service Commissioner at FMPA. The purpose was a fact-finding tour by the Commissioner concerning the extent of Y2K compliance among members of the municipal utilities.

1   In answer to the questions posed, I reported in behalf of KUA that we have completed the identification phase of embedded systems in generation and T&D and that we were halfway with the remediation process. We are targeting the completion of remediation by the end of June, 1999.

2   We have been submitting monthly reports to the FRCC. In conjunction with FRCC, we will participate in the April 9 and September 8 and 9 drill. For the April 9 drill,
4   we will simulate that our SCADA system is down and we will be testing the use of alternative communications, e.g. radios, cell phones, from the outlying areas such as the substations to the control center. Working with OUC, we are working on a scenario of enabling communications between KUA's power plants and FMPP.

5   For the September 9 drill, this will simulate a full scale shutdown and restart process mimicking midnight December 31, 1999. For both the September 9 drill and for December 31, we have asked critical personnel to report to the SCADA control center, the power plants, the substations, and the tieline points with other utilities.

     We are heavy participants with the FMPA Y2K users group and with FRCC.

3   We are testing the dates of April 9, September 9 and December 31.

6   For Business Systems, our mainframe is Y2K compliant. Our software is Y2K compliant except for our billing software. We are working with our vendor to make this compliant at the end of June, 1999.

7   Initially, we did not attempt to segregate mission critical from non-mission critical systems. We were solving them together. As we neared the deadline dates, we are concentrating on mission critical systems and will address the non-mission critical systems when needed.

8   As far as communications with the public and our customers, we had been doing this since 1998. We enclose bill stuffers, publish quarterly updates in our newsletters, in the local newspapers, and in our website. We also reply in writing to all inquiries we received from our customers.

lake Worth Utilities
Data Processing Division

March 22, 1999

RE: Review of Regulated Utilities Year 2000 Preparations Questionnaire

Dear FMEA:

The following is in response to the Public Service Commission's request for information dated March 5th, 1999:

1) No, LWU has few enough systems to remediate both mission critical and important systems.

2) Systems include:
   a) Mission critical systems include:
      i) Customer Service/Billing
      ii) SCADA/EMS
      iii) Plant Boiler/Unit Control
      iv) Pollution Control Systems
      v) Fuel Monitoring Systems
      vi) Relaying/Metering
   b) Important systems include:
      i) Administrative Systems
      ii) PC LANs & Networks

3) No. All "mission critical" systems are being –or– have been remediated now.

4) N/A. No mainframe computers are in use.

5) N/A. No mainframe computers are in use.

6) N/A. No mainframe computers are in use.

7) One system has affected embedded chips: Plant Boiler Control

8) The system in Q.8 will be tested and certified by manufacturer as a system.

9) N/A. No mainframe computers are in use.

10) No. All actual systems and devices are being tested.

11) All critical communication systems have been upgraded with Y2K compliant systems. Some of the effort includes:
   a) Mobile radios have been installed and distributed.
   b) Intercoms between Plants and Emergency Control Center (EOC) have been installed.
   c) Intra-plant phone system has been upgraded.
   d) SCADA/EMS radios and hardwire systems are being upgraded.
   e) Backup generation has been put on all repeater/antennas.

12) 9/9/99, 10/10/99, 12/31/99, 1/1/00, 2/28/00

13) Drills:
   a) Scheduled for April and September – To test EOC communications.
   b) More drills are currently being planned to test personnel response.

14) All mission critical systems will be manned through all dates of concern, as listed in #12 above.

15) Internal Deadlines:
   a) Mainframes: N/A
   b) PC Computers: 6/30/99
   c) Embedded chips: 6/30/99

16) All Systems are being tested, even the non-mission critical ones.

These answers are an extension of the verbal report filed with Public Service Commissioner Jacobs in the March 10th, 1999. If there are any questions, please contact me at any time.

Sincerely,

Gary Newton
Information Systems Manager
Lake Worth Utilities
1900 2nd Avenue North
Lake Worth, FL 33461
561-586-1799 voice
561-586-1702 fax

Barry Moline   **March 29, 1999**
Executive Director
FMEA
PO Box 10114
Tallahassee, FL 32302-2114

Good morning Barry,

We are responding to your memorandum detailing the PSC Staff Workshop on Y2K on March 29, 1999.

We represent Lakeland Electric of the City of Lakeland, Florida. We are including our answers to the eighteen questions and a copy of the eight questions from Commissioner Leon Jacobs' March 10, 1999, meeting in Orlando.

Please change the "Y2K Utility Interdependencies" matrix to show that we are not dependent on TECO for power supply. We have ties to TECO, FPC, and OUC. We are a member of the Orlando Pool Control Center.

If there are any questions please contact me at **kjone@city.lakeland.net** or **achap@city.lakeland.net**.

Ken Jones   Arthur G. Chappell, Jr.
Systems Administrator   Y2K Coordinator
Information Services   Lakeland Electric
Lakeland Electric   City of Lakeland
City of Lakeland   (941)499-6338
(941)499-6334

Year 2000 Readiness Workshop
Questions for all Electric Utilities and Natural Gas Utilities

March 29, 1999 - 9:30 a.m.
Florida Public Service Commission
Betty Easley Conference Center, Room 171
4075 Esplanade Way
Tallahassee, Florida

1. Has your utility bifurcated its Year 2000 remediation efforts between "mission critical" and "important" systems?

2. If your utility has bifurcated its remediation efforts, what functions (e.g., safety, generation, customer billing, accounting, payroll) make up the "mission critical" category? What functions make up the "important" category? Please describe how you distinguish between "mission critical" and "important" systems.

3. Has your utility prioritized its "mission critical" systems? If so, please provide the priority listing.

4. What method are you using to test your mainframe computers? Please describe this method.

5. What systems do you have running on mainframe computers?

6. What "mission critical" systems are not run on mainframe computers?

7. What systems have you found that contain date-sensitive embedded chips?

8. Are embedded chips being tested both as a stand-alone device and as part of an integrated system? If not, why?

9. Are all "mission critical" related mainframe computers, PC computers, and embedded chips being tested notwithstanding any vendor's or manufacturer's claim that the device is year 2000 compliant? If not, why?

10. Are you conducting sampling tests instead of testing all of your systems? If you are conducting sampling tests, please describe the methodology you are using and explain how and why you selected this methodology.

11. What precautions are you taking to ensure that "mission critical" communications links are not interrupted? Will these precautions be detailed in your contingency plan?

12. What dates, in addition to the millennium rollover, are being tested? Why?

13. Has your utility conducted or scheduled any contingency drills? If so, please indicate the purpose of each drill.

14. What "mission critical" systems and locations will be manned during the millennium rollover? Will these assignments be detailed in your contingency plan?

15. What is your company's internal deadline for testing and remediating the following:

    (1) mainframe computers?

    (2) PC computers?

    (3) embedded chips on a system integration basis?

16. What tests are you conducting to ensure that "non-mission critical" operations, which may not be Year 2000 compliant, will not inadvertently affect "mission critical" operations?

17. For Florida Power & Light and Florida Power Corporation:

    Please describe the Nuclear Regulatory Commission's requirements to ensure nuclear power plants are Year 2000 compliant. What steps is your company taking to ensure its nuclear power plants will be Year 2000 compliant?

18. For natural gas distribution utilities:

    Is your natural gas distribution system SCADA-controlled? If so, can any embedded chip not Year 2000 compliant send an erroneous signal that can lead to an interruption in natural gas delivery?

March 31, 1999

Lakeland Electric's Response for
Y2K Readiness Meeting on March 29, 1999   Page 1 of 2

1. We have bifurcated the Year 2000 remediation efforts between "mission critical" and "non-mission critical".

2. Those items that will cause a generator to not be able to produce electricity or something that will stop that electricity from reaching our customers or the statewide grid are classed as "mission critical". The "non-mission critical" consist of the ancillary items that may or may not support the "mission critical" items. An example of this is the Word Processor in a standalone Personal Computer. It does not have any influence on the "mission critical" items.

3. We have not prioritized our "mission critical" items. Each one is as important as the others.

4. Mainframe and major servers have been tested and are compliant. Other servers, PC computers, and our networking hardware will be tested April 17, 1999.

5. Our payroll and personnel, utility billing, general accounting, accounts receivables, and warehousing systems are run on a mainframe.

6. Those "mission critical" systems that are not run on mainframes are generator control, fuel purchasing, gas flow, continuous emission monitoring, network operating, network server, power plant reporting, meter reading, and inventory systems.

7. We have discovered embedded chips in our generator control systems and fuel metering/handling systems.

8. We are testing embedded chips in stand-alone and as part of an integrated system as required.

9. Regardless of the vendor or manufacturer's claims about Y2K compliance we are testing each item in our system. Some items require the running of "scripts" in the place of setting the clock ahead and running the device.

10. We are testing all of our items.

11. We are taking the following steps to backup our communication systems; participating in the April 9th NERC Loss of Communications Drill, purchasing NEXTEL and Satellite telephones, remediation of our 800 MHz radio system, and working with other utilities to create a self contained fiber communication network throughout the area.

12. We are testing the following dates to maintain our ability to stay in service: August 1999; September 9, 1999; rollover to January 1, 2000; cold boot to February 29, 2000; and rollover from February 28, 2000 to February 29, 2000, to March 1, 2000.

13. The following is a list of our contingency drills: April 9, 1999 – NERC, National Electric Reliability Council, Loss of Communications Nationwide Drill; April 17, 1999 – Citywide PC and Network test; May, 1999, follow up Citywide test of software; September 9, 1999 – NERC dress rehearsal for the date rollover.

14. All "mission critical" systems and locations will be manned during the millennium rollover and for several hours after its passing. These assignments will be detailed in our contingency plan.

15. Our deadline for testing and remediating ALL systems is July 31, 1999.

16. We are treating our "non-mission critical" items with the same testing procedures as our "mission critical" ones. The exceptions will be those portable devices that are easily replaced.

17. Not applicable

18. Lakeland is considered a local single pipe feed system direct to one of our power plants and does not use a SCADA system for the distribution of natural gas.

Copy of Lakeland Electric's Response to Commissioner Leon Jacobs'
Y2K Readiness Meeting in Orlando on March 10, 1999
(Updated for FPSC meeting on March 29, 1999)
Page 1 of 2

1. **What is the status of identification and remediation/testing of your mission critical systems? Of your non-mission critical systems?** To the best of our knowledge all of our systems have been identified and are currently in remediation, testing, or are completed. The incomplete systems are being addressed during the spring unit outages. Unit 2 at McIntosh Plant and Unit 7 at Larsen Plant have been remediated and are currently in testing. Unit 8 at Larsen Plant is currently being remediated during its outage. Units 1 and 3 at McIntosh Plant are scheduled for their outages starting March 27 with completion due by the end of May 1999. With the end of the spring outages all of our major units will have been remediated and in various stages of testing using manufacturer's test scripts. The non-critical systems somewhat follow the same scenario, but may not necessarily have to be tested while the unit is online. The main focus is the critical systems and any item that may keep a particular system from operating normally.

Classification	Total	Remediation	Testing	Completed
Mission Critical	44	17 (39%)	14 (31%)	13 (30%)
Non-Mission Critical	115	61 (53%)	8 (7%)	46 (40%)

We have take steps to remediate enterprise computer software applications such as Payroll/HR, Financials, Utility Billing, and other ancillary systems. These are completed and not included in our completion totals.

2. **What precautions are you taking to ensure that mission critical communications links are not interrupted?** We have purchased NexTel cell phones through FMPA to comply with the NERC, National Electric Reliability Council, Policy #7 recommendation (having backup communication for the Control Center), and we are purchasing a satellite telephone from FRCC. We are also participating in the NERC April 9, 1999, Loss of Communication Nationwide Drill which will incorporate total loss of communication. In addition we are coordinating a totally independent fiber inter-connection with our adjoining electric utilities. Last week we successfully completed a Y2K test of our new Siemans telephone switch.

3. **What dates, in addition to the millennium rollover, will be tested?**
   September 9, 1999; February 29, 2000 cold boot; February 28, 2000 rollover to February 29, 2000; February 29, 2000 rollover to March 1, 2000.

4. **Has your utility conducted or scheduled any contingency drills? Please describe.**
   The following drills have been scheduled: April 9, 1999 – NERC, National Electric Reliability Council, Loss of Communications Nationwide Drill; April 17, 1999 – Citywide PC and Network test; May, 1999, follow up Citywide test of software; September 9, 1999 – NERC dress rehearsal for the date rollover.

5. **What mission critical systems and locations will be staffed during the millennium rollover?** Management has committed extra staffing availability for all operations including the Power Plants, Substations, Control Center, Customer Service, and T&D during the rollover. Extra coverage will be available throughout the Department as needed. There will be a restrictive vacation/time-off schedule during the rollover.

Copy of Lakeland Electric's Response to Commissioner Leon Jacobs'
Y2K Readiness Meeting in Orlando on March 10, 1999
(Updated for FPSC meeting on March 29, 1999)
Page 2 of 2

6. **What are your utility's internal deadlines for testing and remediation;**
    1)   mainframe computers, 2) PC computers, and 3) embedded chips on a system
    integration basis? Mainframe and major servers have been tested and are compliant.
    Other servers, PC's, and our networking hardware will be tested April 17, 1999. Testing of
    the embedded chips is scheduled for completion by July 31, 1999.
7. **What tests are you conducting on non-mission critical systems?** Eventhough these
    systems are not "mission critical" they are being tested with the same respect of the "mission
    criticals". If the problem is a log or report date function we probable will set it aside for a
    later date

8. **What types of communications do you plan to have with the general public about your**
    utility's readiness, as well as preparing the public for the millennium rollover? We are
    using monthly bill stuffers to keep our customers informed and have held meetings with
    several of our major consumers to address their special concerns.

CITY OF LEESBURG

Y2K READINESS MEETING
QUESTIONS FOR UTILITY PRESENTATIONS

1. What is the status of identification and remediation/testing of your critical system? Of your non-mission-critical systems?

   All items of property $500.00 or greater have been addressed and are compliant. Non-critical items have been checked also.

2. What precautions are you taking to ensure that mission critical communications links are not interrupted?

   Have Nextel cell telephone linking up with FMPA and All-Requirements Cities. Fiber optic lines to all substations RTU's are compliant – Telephones on the fiber.

3. What dates, in addition to the millenium rollover, is being tested?

   9/9/99 and 2/29/2000

4. Has you utility conducted or scheduled any contingency drills? Please describe.

   New SCADA already tested. NERC, April 9th, 1999

5. What mission critical systems and locations will be staffed during the millenium rollover?

   Majority of crews will be at Distribution Yard on December 31, 1999 at 11:00PM, prepared for action if rolling blackouts are required.

6. What are your utility's internal deadlines for testing and remediating?
   a. Mainframe computers, b. PC computers, and c. embedded chips on a system integration basis?

   We have an HTE computer software system. Our Go-Live date for CX is 5-1-99. That includes testing. All other Y2K HTE Application specialists have done testing. PC's with non-compliant chips have already been identified and are being replaced. Gentry System and Autocad Mapping are Y2K compliant.

CITY OF LEESBURG

Y2K READINESS MEETING
QESTIONS FOR UTILITY PRESENTATIONS

7. What tests are you conducting on non-mission-critical systems?

    Have set SCADA computers to December 31, 1999 11:15PM and allowed system to run past midnight at least two hours and no problems were detected.

    Proposed: "Skip compliance" or "windowing."

    "SKIP" _____ Set computers from today's date to same date Year 2000 let computer run and you skip problem dates. After 2000 same day set computer back to correct date.

8. What types of communications do you plan to have with the General Public about your Utility's readiness, as well as preparing the Public for the Millennium rollover.

    City has a form letter for anyone upon request. Quarterly report to the Public will contain Y2K information and the City's progress in this area.

ATTENTION

TO: **ALL Electric Dept.**
                Employees

FROM: **Joe Tardugno**
                Electric Superintendent

SUBJECT: **Y2K – Preparedness**

As of Friday, December 31, 1999 and until further notice there will be no vacations scheduled.

Each employee will be required to be at the Electric Department on Friday night December 31, 1999. The time will be announce at a later date.

If you have any questions, please see me.

CITY OF MOUNT DORA

510 North Baker Street
P. O. Box 176
Mount Dora, Florida 32757-0176
Telephone 352-735-7100
FAX 352-383-4801

March 9, 1999

Y2K Readiness Meeting
Questions for Utility Presentations

1. *What is the status of identification and remediation/testing of your mission critical systems? Of your non-mission-critical systems?* The identification of the mission critical systems is 100% complete and no testing or remediation is indicated. The Electric Superintendent has been, and will continue to be, in contact with Mr. Donnie Miller of Florida Power Corp concerning Corp's supply of bulk power to the City. The identification of non-mission-critical systems is 75% complete. Testing of the City's mainframe computer software will be completed in April.

2. *What precautions are you taking to ensure that mission critical communications links are not interrupted?* The City's 2-way radio system has been inspected and contains no Y2K issues. The intra-city phone system has been verbally certified by the manufacturer to be Y2K compliant. Both are capable of being powered by generator, if required. We are investigating the possibility of emergency radio links with Florida Power Corps transmission and substation operators during the millennium rollover. We also have cell phones and pagers available for emergency personnel.

3. *What dates, in addition to the millennium rollover, are being tested?* None on the power distribution system. Software and computers will be tested for several other dates, including the leap year.

4. *Has your utility conducted or scheduled any contingency drills?* None have been conducted or scheduled to date, and none are currently indicated; but we will continue to consider the situation.

5. *What mission critical systems and locations will be staffed during the millennium rollover?* We are considering staffing the Public Services Complex, which is in close proximity to City's only substation. We will have contingency plans in place.

6. *What are your utility's internal deadlines for testing and remediating 1) mainframe computers 2) PC computers, and 3) embedded chips on a system integration basis?* 1) The mainframe computer and operating system are Y2K compliant – the software will be tested as stated above; 2) We are currently in the process of upgrading all PCs and software to be Y2K compliant; and 3) no embedded chips have yet been identified.

7. *What test are you conducting on non-mission critical systems?* None are indicated at this time, other than the software tests mentioned above.

Donald E. McBride
Electric Superintendent

Newberry

Y2K Readiness Meeting
Questions for Utility Presentations

1. What is the status of identification and remediation/testing of your mission critical systems? Of your non-mission-critical systems?

2. What precautions are you taking to ensure that mission critical communications links are not interrupted?

3. What dates, in addition to the millennium rollover, are being tested?

4. Has your utility conducted or scheduled any contingency drills? Please describe.

5. What mission critical systems and locations will be staffed during the millennium rollover?

6. What are your utility's internal deadlines for testing and remediating 1) mainframe computers, 2) PC computers, and 3) embedded chips on a system integration basis? *May 99*

7. What tests are you conducting on non-mission critical systems?

8. What types of communication do you plan to have with the general public about your utility's readiness, as well as preparing the public for the millennium rollover.

The City of Newberry has hired James Moore & Co. in Gainesville to walk us through any problems that might arise with the y2k. We are in the process of getting a new Computer system and some new equipment. We have a Committee made up of all Dept. heads with the city to address

Y2K Readiness Meeting Questionnaire

Utilities Commission, City of New Smyrna Beach

1. **What is the status of identification and remediation / testing of your mission critical systems? Of your non-mission-critical systems?**

   We began our process in 1996 with the reengineering of our financial, customer service and customer billing software. Knowing we were going to have to replace hardware due to year 2000 issues.

   The business is running on year 2000 tested hardware and software; as of January 1999.

   The operational areas (electric, water, and pollution control, reuse systems) have been through inventory, testing and remediation. We are in the final remediation stage of SCADA software, which will be completed by June 30, 1999.

   We are approximately 95% complete with year 2000 issues.

2. **What precautions are you taking to ensure that mission critical communications links are not interrupted?**

   Our primary communication is public switched telephone network through Bell South. We use 2-way radio communications as a backup in loss of communication locally.

   We being a control area plan on using satellite telephone as another communication source along with other control areas in the Florida Reliability Coordinating Council.

   We will test communications on April 9 as part of a drill being coordinated by NERC. We will test our internal communications and personnel placement as we plan on using them during the roll over into year 2000.

3. **What dates, in addition to the millennium rollover, are being tested?**

   We are testing leap year out to year 2009 as well as some cases of April 9, 1999 and September 9, 1999 event.

4. **Has your utility conducted or scheduled any contingency drills? Please describe.**

   We have not conducted any contingency drills up to this point. As mentioned above, we will be participating in the April 9, 1999 NERC sponsored drill.

We will be using our Utility Emergency Operations Plan which we put into place when needed.

5. **What mission critical systems and location will be staffed during the millennium rollover?**

   During the millennium rollover, in addition to normal staffing, which is on a 24 by 7 basis, we will have additional staff for generation plants, control center, trouble trucks located throughout the system and water plant.

6. **What are your utility's internal deadlines for testing and remediating 1) mainframe computers, 2) PC computers, and 3) embedded chips on a system integration basis?**

   Deadline is June 30, 1999; as mentioned above we are complete with the exception of completing the SCADA remediation.

7. **What test are you conducting on non-mission critical systems?**

   The same tests as mission critical.

8. **What types of communication do you plan to have with the general public about your utility's readiness, as well as preparing the public for the millennium rollover?**

   We are keeping our customers aware through the customer newsletter, letters in response to written inquires.

   We respond to local groups requesting talks and discussions on the year 2000 issues, openly participate in local public forums and articles in local news media.

OCALA ELECTRIC UTILITY
FMEA/PSC
Y2K READINESS MEETING
WEDNESDAY, MARCH 10, 1999

QUESTIONS FOR UTILITY PRESENTATIONS

1.   What is the status of identification and remediation/testing of your mission critical systems? Of your non-mission-critical systems?

     A.   Mission Critical Systems:
        1.   Identification (Inventory) = 100%
        2.   Remediation/Testing   = 75%

     B.   Non-Mission Critical Systems:
        1.   Identification (Inventory) = 100%
        2.   Remediation/Testing   = 50%

2.   What precautions are you taking to ensure that mission critical communications links are not interrupted?

     Contracting with vendors to perform actual testing.

3.   What dates, in addition to the millennium rollover, are being tested?

     A.   September 8 through 9, 1999.
     B.   February 28 through 29, 2000.
     C.   February 28 through March 1, 2001.

4.   Has your utility conducted or scheduled any contingency drills? Please describe.

     No.

5.   What mission critical systems and locations will be staffed during the millennium rollover?

     A.   System Control Center.
     B.   All (16) Electric Substations.
     C.   Communications - Man three (3) main hubs.
        1.   Municipal Complex.
        2.   Shady Road Substation.
        3.   Police Department.

6.   What are your utility's internal deadlines for testing and remediating 1)mainframe computers, (2) PC computers, and 3) embedded chips on a system integration basis?

     1.   May 1, 1999.
     2.   December 1, 1999.
     3.   August 1, 1999.

7.   What tests are you conducting on non-mission critical systems?

     Same as mission critical systems.

OCALA ELECTRIC UTILITY FMEA/PSC Y2K READINESS MEETING
Page 2

8.   What types of communication do you plan to have with the general public about your
        utility's readiness, as well as preparing the public for the millennium rollover.

> All Y2K inquiries are being handled by the City Manager's Office by letter
> of response.   All Commercial Customers have been sent a new Ocala
> Electric Utility Commercial Customer News Letter with a Y2K readiness
> statement.
>
> We are preparing bill inserts with a Y2K readiness statement and web site.

Year 2000 Readiness Workshop
Questions for all Electric Utilities and Natural Gas Utilities

Orlando Utilities Commission

March 29, 1999 - 9:30 a.m.
Florida Public Service Commission
Betty Easley Conference Center, Room 171
4075 Esplanade Way
Tallahassee, Florida

1. **Has your utility bifurcated its Year 2000 remediation efforts between "mission critical" and "important" systems?**

   No. OUC has given the same level of remediation efforts to all systems within the Commission.

2. **If your utility has bifurcated its remediation efforts, what functions (e.g., safety, generation, customer billing, accounting, payroll) make up the "mission critical" category? What functions make up the "important" category? Please describe how you distinguish between "mission critical" and "important" systems.**

   See above. We have not specifically identified systems as "mission critical" vs. "important".

3. **Has your utility prioritized its "mission critical" systems? If so, please provide the priority listing.**

   We have identified priorities associated with systems ranging from 1 (very important) to 10 (least important). However, in our 6 step process of inventory, assessment, remediation, testing, contingency planning, and close out, we are processing all system equally.

4. **What method are you using to test your mainframe computers? Please describe this method.**

   We are testing our mainframe computer applications from the hardware to the operating systems and utilities and finally to the application systems themselves. In all cases, we are cycling the system being tested through several identified date "rollover" cycles and are exercising the system/applications through various business processing days on either side

5. **What systems do you have running on mainframe computers?**

Our mainframe computers consist of two types : our IBM Mainframe Computer (IBM 9121/190) and our HP Unix Processor Complex (multiple HP 9000 processors). On these "mainframe" computers, we run primarily business or information systems applications including: General Ledger, Customer Information and Billing, Accounts Payable and Receivable, Payroll, Workorder Processing, Marketing, and several other miscellaneous applications.

6. **What "mission critical" systems are not run on mainframe computers?**

Mission critical systems which are not run on our mainframe computers include our electric and water control systems including: Power Plant Controls, CEMS, Energy Management System, SCADA, and Water Plant Controls. These run on Digital Equipment (Compaq) VAX/VMS type hardware and software or on HP Servers with Microsoft NT.

7. **What systems have you found that contain date-sensitive embedded chips?**

We have actually found somewhat limited use of date sensitive embedded chips, although they range from RTUs (remote transmission units) at substations which communicate with the SCADA to chips in small handheld digital cameras.

8. **Are embedded chips being tested both as a stand-alone device and as part of an integrated system? If not, why?**

We have tested embedded chips in both ways. In most cases the date setting functions are performed through an external interface and then the performance of the device with embedded chip in it is tested individually and as part of the integrated control system.

9. **Are all "mission critical" related mainframe computers, PC computers, and embedded chips being tested notwithstanding any vendor's or manufacturer's claim that the device is year 2000 compliant? If not, why?**

OUC has taken from the beginning the position that ALL systems will be tested regardless of manufacturer's claims of compliance. We have found several instances where vendor's claims of compliance were found to be false after we tested the systems ourselves.

10. **Are you conducting sampling tests instead of testing all of your systems? If you are conducting sampling tests, please describe the methodology you are using and explain how and why you selected this methodology.**

We are testing all of our systems.

11. **What precautions are you taking to ensure that "mission critical" communications links are not interrupted? Will these precautions be detailed in your contingency plan?**

We consider our communications links to be particularly important in our electric and water production and delivery systems. To insure availability of these important links, we are providing and testing primary, secondary, and even tertiary backup communications utilizing internal fiber, radio channels, microwave, satellite telephone, and Internet. These communications links and contingency plans will be tested internally and as part of an integrated NERC drill scheduled for April 9, 1999.

12. **What dates, in addition to the millennium rollover, are being tested? Why?**

In addition to the millennium rollover, we are testing the 2000 leap year date, the "9s" dates in 1999 (April 9 and September 9), as well as other dates which we may use in a "date staging" environment – where we set a date ahead by a number of years to avoid a December 31, 1999 to January 1, 2000 simultaneous date event. An example of the latter is the use of 2027 and 2028 which have identical characteristics to 1999 and 2000. We have tested several of our systems for the "rollover" from 2027 to 2028.

12. **Has your utility conducted or scheduled any contingency drills? If so, please indicate the purpose of each drill.**

We are participating in the April 9 and September 9 NERC sponsored contingency drills. In addition, we are expanding those drills to include several major internal systems such as SCADA communication, plant date rollovers, manual operation as a contingency plan, etc..

13. **What "mission critical" systems and locations will be manned during the millennium rollover? Will these assignments be detailed in your contingency plan?**

All power plants, energy control centers, communications facilities, and substations will be manned during the millennium rollover. Specific

personnel will be assigned, and vacations will be prohibited. These assignments will be detailed in our contingency plans.

15. What is your company's internal deadline for testing and remediating the following:

(1) mainframe computers? *June 30, 1999*

(2) PC computers? *May 15, 1999*

(3) embedded chips on a system integration basis? *June 30, 1999*

16. What tests are you conducting to ensure that "non-mission critical" operations, which may not be Year 2000 compliant, will not inadvertently affect "mission critical" operations?

We are applying the same level of diligence to our "non-mission" critical operations. We are also preparing contingency plans for ALL systems regardless of "criticality".

17. For Florida Power & Light and Florida Power Corporation:

Please describe the Nuclear Regulatory Commission's requirements to ensure nuclear power plants are Year 2000 compliant. What steps is your company taking to ensure its nuclear power plants will be Year 2000 compliant?

Not Applicable

18. For natural gas distribution utilities:

Is your natural gas distribution system SCADA-controlled? If so, can any embedded chip not Year 2000 compliant send an erroneous signal that can lead to an interruption in natural gas delivery?

Not Applicable

Donald R. Tilley
Mayor-Commissioner
Linda W. Johns
City Clerk

Commissioners:
Christine N. Allen
P. Steven Futch
Janice D. Mortimer
Carolyn C. Wimpy

City of Starke

P.O. Drawer C, Starke, Florida 32091-1287
Ph: (904) 964-5027   Fax: (904) 964-3998

March 18, 1999

Mr. Barry Moline
Executive Director
FMEA
P. O. Box 10114
Tallahassee, FL 32302-2114

Dear Mr. Moline:

As per your request, I am enclosing the answers to the questions I presented on the Y2K Readiness for the City of Starke.

Should you have any questions on this or any other matter, please contact me.

Sincerely,

Ricky Thompson

RT:bnw

Enclosure

Y2K READINESS MEETING

QUESTIONS FOR UTILITY PRESENTATION

THE CITY OF STARKE ELECTRIC UTILITY IS A "DISTRIBUTION ONLY" PROVIDER. THE CITY OF STARKE HAS NO GENERATION OR TRANSMISSION. ALL OF OUR POWER IS PROVIDED BY WAY OF FMPA FROM CONTRACTED GENERATING COMPANIES.

1.   WHAT IS THE STATUS OF IDENTIFICATION AND REMEDIATION/TESTING OF YOUR MISSION CRITICAL SYSTEMS? OF YOUR NON-MISSION CRITICAL SYSTEMS?

A-1   THE CITY OF STARKE HAS ONE (1) SUBSTATION WITH SIX (6) 4KV CIRCUITS AND TWO 13 KV CIRCUITS. ALL OF OUR SUB-STATION IS ELECTRO/ MECHANICAL AND HAS NO DATE OR TIME FUNCTIONS. WE ARE CONNECTED TO THE GRID WITH A TIE-LINE TO FLORIDA POWER AND LIGHT. THE CITY OF STARKE HAS DETERMINED THAT OUR ELECTRIC DISTRIBUTION SYSTEM IS 100% COMPLIANT FOR YEAR 2000.

A-2   ALL OTHER SYSTEMS HAVE BEEN IDENTIFIED AND ARE IN THE PROCESS OF BEING REPLACED OR UPGRADED.

2.   WHAT PRECAUTIONS ARE YOU TAKING TO ENSURE THAT MISSION CRITICAL COMMUNICATION LINKS ARE NOT INTERRUPTED?

A.   ALL DISTRIBUTION SYSTEM COMMUNICATION LINKS HAVE BEEN EVALUATED AND DETERMINED TO BE Y2K COMPLIANT.

3.   WHAT DATES, IN ADDITION TO THE MILLENNIUM ROLLOVER ARE BEING TESTED?

A.   09-09-99 (PROGRAMMERS USE THIS DATE AS END OF FILE)
       02-29-2000 (LEAP YEAR)

4.   HAS YOUR UTILITY CONDUCTED OR SCHEDULED ANY CONTINGENCY DRILLS? PLEASE DESCRIBE.

A. ON APRIL 9, 1999 WE WILL CONDUCT A Y2K COMMUNICATIONS DRILL WITH FMPA.

5. WHAT MISSION CRITICAL SYSTEMS AND LOCATIONS WILL BE STAFFED DURING THE MILLENNIUM ROLLOVER?

A. ALL ELECTRIC, NATURAL GAS, WATER/WASTEWATER DEPARTMENT PERSONNEL WILL BE ON CALL FOR THE MILLENNIUM ROLLOVER.

6. WHAT ARE YOUR UTILITY'S INTERNAL DEADLINES FOR TESTING AND REMEDIATING (1) MAINFRAME COMPUTERS, (2) P.C. COMPUTERS, AND (3) EMBEDDED CHIPS ON A SYSTEM INTEGRATION BASIS?

A. OUR BILLING DEPARTMENT MAINFRAME COMPUTERS AND P.C.'S ARE BEING REPLACED AND SHOULD BE ON LINE BY MID-JULY, 1999. OUR DEADLINE FOR TESTING AND CORRECTING EMBEDDED CHIPS IS OCTOBER 1, 1999.

7. WHAT TESTS ARE YOU CONDUCTING ON NON-MISSION CRITICAL SYSTEMS?

A. WE WILL BE TESTING THE MILLENNIUM AND FEBRUARY 29, 2000 ROLLOVERS.

8. WHAT TYPES OF COMMUNICATION DO YOU PLAN TO HAVE WITH THE GENERAL PUBLIC ABOUT YOUR UTILITY'S READINESS, AS WELL AS PREPARING THE PUBLIC FOR THE MILLENNIUM ROLLOVER.

A. PROGRESS REPORTS WILL BE COVERED IN OUR OPEN COMMISSION MEETING AND COVERED BY THE LOCAL MEDIA. WE WILL ALSO ASK THE MEDIA TO DO A SPECIAL ARTICLE WHEN THE CITY IS FULLY IN COMPLIANCE AND ALL TESTING HAS BEEN DONE, ASSURING THE PUBLIC THAT WE ANTICIPATE NO PROBLEMS INSOFAR AS WE HAVE CONTROL.

RESPONSES FROM CITY OF VERO BEACH, FLORIDA

1. **Has your utility bifurcated the Year 2000 remediation efforts between "mission critical" and "important" systems?**

    The City of Vero Beach has identified "mission critical" and "non-mission critical" systems as part of its Year 2000 remediation efforts.

2. **If your utility has bifurcated its remediation efforts, what functions (e.g., safety, generation, customer billing, accounting, payroll) make up the "mission critical" category? What functions make up the "important" category? Please describe how you distinguish between "mission critical" and "important" systems.**

    Electrical T&D Department:

    In May of 1998, the Electrical T&D Department began identifying the systems and components that could have Y2K associated problems. We determined that our mission critical systems were our Supervisory Control and Data Acquisition System (SCADA), our substation protective relays, and our personal computer (PC) network. After identifying those systems and components, we began developing our testing procedures while working closely with several of our vendors and manufacturers to generate an appropriate testing plan. We completed this phase by January of 1999. While looking at the individual systems for possible Y2K issues, we listed the non-mission critical or important systems separately, such as metering, programmable logic control (PLC) devices, and testing equipment. We did the testing for these systems along with the mission critical systems to save setup time at each location.

    Power Plant:

    Mission critical systems:

    *   Forney ECS-1200 Distributed Control System - controlling the following equipment:

    *   Combustion Control for Units 2, 3 and 4 steam generators

    *   Burner Management System for Unit 3 steam generator

    *   Combustion turbine exit gas and logic controls for Unit 5 Heat Recovery Steam Generator and connection to Unit 2 Turbine/Generator

- Generator load control for Unit 2 generator

- Auxiliary breaker controls for Unit 5

  This system is to be upgraded to the new ECS-05 controller, revision level 6.2 including new application software based on the Windows NT operating system. The system upgrade was approved by the City Council on March 16, 1999. Forney will provide Year 2000 compliant certification upon delivery, this will also be demonstrated during the factory acceptance test. This system has a delivery time of 4 to 5 months. Installation is scheduled for the Fall of 1999.

- GE Speedtronic Mark V Control System / GE <I> Operator Interface CPU (Texas Micro Systems) - controlling the following equipment:

- Unit 5 Frame 6 GE Combustion Turbine

  The GE Speedtronic Mark V Control System is year 2000 ready, the GE <I> Operator Interface is not and will be upgraded to the GE HMI Operator Interface. This system has been approved by City Council and will be installed during the major outage scheduled for March 22 through May 21

- Emissions Monitoring System / Environmental Monitoring

- ESC 8816 Datalogger and DAHS supporting equipment

- TECO NOx analyzers, Fuji (California Analytical) CO2 analyzers, United Sciences opacity monitors

- Metron Circulating Water Flow and Blowdown Flow Transmitters

  The Emissions Monitoring System Data Acquisition and Historical System (DAHS) was upgraded with new hardware and software in January 99 and is currently being certified Year 2000 compliant by ESC. The remaining environmental systems have no Year 2000 issues.

The following items have no year 2000 issues.

- Allen-Bradley PLC-5 - Demineralizer Water Treatment System

- Bently Nevada Vibration Monitoring System - Units 1,2,3, and 4 Turbine/Generator Vibration Monitoring

- Micro Motion Fuel Oil Flow Transmitters

- Control/House Service Air Systems

- Quincy Air Compressor Control System

- Pneumatic Products Corporation Air Dryer Controller

- Rosemount Process Transmitters

- Yokogawa Chart Recorders, pH, Conductivity, O2 Analyzers, and Process Loop Controllers

Non-mission critical or important systems:

The administrative computer systems and related equipment have been tested by the information systems department and upgraded as necessary to be Year 2000 compliant. Safety equipment not essential to unit operation, various analyzers, and other non-mission critical systems, most of which have no date or time stamps, are verified by the manufacturer as Year 2000 compliant. Those systems with date and time stamp functions have been verified by the manufacturer and upgraded as necessary to be Year 2000 compliant.

Other:

The general ledger financial accounting and payroll systems are part of the Finance Department and are Year 2000 compliant. The existing utility billing system is not Y2K compliant. This system is in the process of being replaced with the go-live date for the new system scheduled for June 1, 1999.

"Mission critical" system is any system which must function in order for the City of Vero Beach to provide uninterrupted services to its customers, and which cannot be operated manually.

"Important" system is any system which allows the City of Vero Beach to provide services to its customers more efficiently, and which can be operated manually, and those systems which would create an unsafe condition if not functioning.

3. **Has your utility prioritized its "mission critical" systems? If so, please provide the priority listing.**

   No. All mission critical systems are considered a priority which should be remediated as part of our Year 2000 effort.

4. **What method are you using to test your mainframe computers?**

   The City of Vero Beach does not utilize a mainframe computer.

5. **What systems do you have running on mainframe computers?**

   Not applicable.

6. **What "mission critical" systems are not run on mainframe computers?**

    Utility billing, payroll, general ledger, SCADA systems, and power plant control and environmental monitoring systems.

7. **What systems have you found that contain date-sensitive embedded chips?**

    The Forney ECS-1200 Combustion Control Systems for Units 2, 3, 4 and Combined Cycle Unit 5's Heat Recovery Steam Generator. The Forney System is currently in the engineering phase of development to upgrade to the latest Revision. Forney will certify the system Y2K Compliant. This will address the mission critical combustion control systems.

    The General Electric Mark V Control System will not be a problem, however the Operator Interface in the Control Room is currently not Y2K Ready. Unit 5 is currently in an outage, which will see the replacement of the current Operator Interface with GE's new interface that will be Y2K Ready.

    The Supervisory Control and Data Acquisition (SCADA) system, the electronic protective relaying for both the transmission and the distribution systems, Uninterruptable Power Supply (UPS) for the departmental critical load systems, and several miscellaneous electronic devices in the electrical substations.

8. **Are embedded chips being tested both as a stand-alone device and as part of an integrated system? If not, why?**

    The systems at our Power Plant are being tested as a part of the integrated system. It is imperative that the entire system functions properly as one unit.

    The systems at our Electrical T&D Department are being tested as stand-along devices. None of the systems listed above are connected as part of an integrated system. The SCADA system, and all of its components, were tested as a system and not as stand-alone devices because none of the parts are designed to function alone. The electronic protective relays are designed to only function alone as was the UPS and the miscellaneous electronic devices.

9. **Are all "mission critical" related mainframe computers, PC computers, and embedded chips being tested notwithstanding any vendor's or manufacturer's claim that the device is Year 20000 compliant? If not, why?**

    Yes. All mission critical systems are being tested.

10. **Are you conducting sampling tests instead of testing all of your systems? If you are conducting sampling tests, please describe the methodology you are using and explain how and why you selected this methodology.**

No. Testing is being performed on all systems.

11. **What precautions are you taking to ensure that "mission critical" communications links are not interrupted? Will these precautions be detailed in your contingency plan?**

We are testing to the greatest extent possible and working with vendors. However, little cooperation is being received from BellSouth. We are also taking part in the NERC Communication Drill to be held on April 9, 1999.

Employees will be stationed at appropriate facilities in order to operate the necessary electric distribution equipment manually in the event that SCADA communication links fail. Our precautions will be outlined in our contingency plan when prepared.

12. **What dates, in addition to the millennium rollover, are being tested? Why?**

We have tested some of our embedded systems for the first week of August 1999 (which is the 1023 week from January 1, 1980 - the CMOS update date). We have also checked for some of the exclusion dates, such as September 9, 1999 (the 9999 failure code). The leap year in February of 2000 was also tested; from February 28, 2000 to February 29, 2000 and from February 29, 2000 to March 1, 2000.

Additionally, all of the above tests were done separately at an increment of five hours before the event to account for any possible universal time constant (UTC) problem. All of these tests were done in the power-up and power-down states, where applicable.

13. **Has your utility conducted or scheduled any contingency drills? If so, please indicate the purpose of each drill.**

Not at this time.

The Electrical T&D Department is planning to use the existing emergency power restoration procedure as a model, substituting directives to accommodate system failures of mission critical systems. No specific date has been set for the completion of contingency planning, but we expect it to be finalized with drill results by fall.

The current contingency plan for the Power Plant is to burn liquid fuel in the combustion turbine during the rollover date due to the possible shut down of our fuel gas supply.

14. **What "mission critical" systems and locations will be manned during the millennium rollover? Will these assignments be detailed in your contingency plan?**

All mission critical departments, i.e., T&D, Power Plant and Water & Sewer, will have employees staffed at their normal work location during the millennium rollover. We are also considering the activation of the City's Disaster Command and Control Center, to include representatives from all City departments, for this critical period. Any plans to have generating units running as a contingency measure will need to be made in conjunction with FMPA.

15. **What is your company's internal deadline for testing and remediating the following:**

(1) **mainframe computers?**

Not applicable.

(2) **PC computers?**

The Electrical T&D Department's PC computers have already been tested, problems identified, and those problems have been repaired or replaced.

The Power Plant's PC computers have been declared Y2K ready according to our Information Systems Department.

(3) **embedded chips on a system integration basis?**

The embedded chip/system problems at our Electrical T&D Department have been tested and identified; most of the problems found were associated with reporting and statistical functions that the City does not, nor will, use. It was determined that these embedded systems will not be repaired or replaced, since they did not affect the normal operations of the device they served.

No testing plans at our Power Plant for embedded chips on a system integration basis. However, vendors have been contacted to request Y2K readiness statements.

16. **What tests are you conducting to ensure that "non-mission critical" operations, which may not be Year 2000 compliant, will not inadvertently affect "mission critical" operations?**

The Electrical T&D Department is planning separate system integration tests between mission and non-mission critical systems, as well as between non-mission critical systems. Some of these tests include proper SCADA operations with partial communications failure caused by BellSouth, dispatch systems operation with partial or total communications failure, and local PC operations with remote server failure.

All non-mission critical systems at our Power Plant have been verified Year 2000 complaint.

CITY OF WAUCHULA

RESPONSE

Y2K Readiness Meeting
Questions for Utility Presentations

1. **What is the status of identification and remediation/testing of your mission critical systems? Of your non-mission-critical systems?**

   An inventory and assessment of our computer systems, electric, water and sewer utility systems was begun in mid 1998. Several levels of software in our utility billing system were identified as non Y2K compliant and have been remediated. **No areas of any of our utility systems are computer controlled and no embedded chips were discovered.**

2. **What precautions are you taking to ensure that mission critical communications links are not interrupted?**

   We have no mission critical communications links.

3. **What dates, in addition to the millennium rollover, are being tested?**

   9/9/99 and 2/29/99

4. **Has your utility conducted or scheduled any contingency drills? Please describe.**

   No. We purchase 100% of our electric power from Tampa Electric Company and will have to rely on them to continue providing it. We already have backup generators for our water and wastewater treatment plants in case we lose electric power.

5. **What mission critical systems and locations will be staffed during the millennium rollover?**

   Electric distribution, water and wastewater treatment plants.

6. **What are your utility's internal deadlines for testing and remediating (1)mainframe computers, (2) PC computers, and (3) embedded chips on a system integration basis?**

   All computer system remediation is complete

7. **What tests are you conducting on non-mission critical systems?**

None.

8. **What types of communication do you plan to have with the general public about your utility's readiness, as well as preparing the public for the millennium rollover?**

   a. Tampa Electric Company is assisting us in producing an information pamphlet to be distributed with utility bills.

   b. We have developed a standard letter for providing limited assurances of our efforts to be Y2K compliant for any customers requesting one.
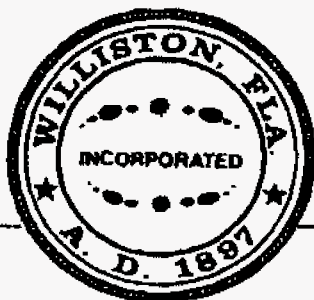
CITY OF

WILLISTON

FLORIDA

50 N.W. Main ST. • P.O. Drawer 160 • Williston, Florida 32696-0160
Phone (352) 528-3060 • Fax (352) 528-2877

March 26, 1999

Barry Moline
Executive Director
Florida Municipal Electric Association
PO Box 10114
Tallahassee, FL 32302-2114

RE: Y2K

Dear Mr. Barry Moline:

Attached please find the City of Williston's response to your questions for the Y2K Readiness Meeting. If I can be of any further assistance please give me a call at the number listed above.

Thank you,

Sincerely,

Brooks Holloway
Brooks Holloway
City Manager

BH/kh

Mayor - ALOUS "AL" WILLIAMSON / President - JAMES "JAKE" CASON
Vice President - MARC NUSSEL
Councilmembers/ CAL BYRD - DEBRA F. JONES - R.J. YANCEY
City Manager - BROOKS HOLLOWAY/ City Clerk - BARBARA HENSON

Questions for Utility Presentations
Y2K Readiness Meeting

1. **What is the status of identification and remediation/testing of you mission critical systems? Of your non-mission critical systems?**

Mission Critical Systems for the City of Williston are identified as being the electric, natural gas and water distribution systems, the sewer collection and wastewater treatment facilities and the mobile radio communication system.

From point of delivery, Florida Power Corporation's sub-station, Florida Gas Transmission's Gate Station and the well heads of our water system, to the last customer on line, these utilities are controlled by mechanical means. There are no computer controlled components.

The sewer collection and wastewater treatment facilities are also mechanically with no computer controls except for a once an hour automatic sampler. Manufacture and vendor have been contacted. Preliminary report is that the automatic sampler's computer chip is strictly a timer and month, day and year have no bearing.

Non-Mission-Critical Systems are identified as being the computer network and the telephone system. Y2K compliant computer hardware and software was purchased and installed this year. Purchase Order has been issued to Sprint Telecommunications for a Y2K compliant telephone system for the City.

2. **What precautions are you taking to ensure that mission critical communications links are not interrupted.**

Radio communication network is primarily a hand-held walkie talkie system that is battery operated. Radio base station has backup generator.

3. **What dates, in addition to the millennium rollover, are being tested?**

February 29, 2000, April 9, 2000 and August 21, 2000 have been used with no adverse reaction.

4. **Has your utility conducted or scheduled any contingency drills? Please describe.**

In the event that Florida Power Corporation can not deliver electric energy to the sub-station, the City has a stand-by generator in place at the primary water well that is, and has been for years, operated under a load on a regular basis. No contingency plan or drill is necessary. Water distribution system will remain functional. Large, nonessential water consumers will be disconnected from system.

Contingency plan for the non-interruption of the sewer collection system and the wastewater treatment plant utilizes portable generators. Contingency plan has not, but will be finalized and tested in the near future.

5. **What mission critical systems and locations will be staffed during the millennium rollover?**

Electric, water, natural gas and sewer personnel will be on call.

6. **What are your utility's internal deadlines for testing and remediating 1) mainframe computers, 2) PC computers, and 3) embedded chips on a system integration basis?**

1) No mainframe computers
2) PC computers are recent purchase and have been tested for Y2K compliance.
3) Embedded chips are not month, day or year sensitive.

7. **What test are you conducting on non-mission critical systems?**

Date sensitive activity has been physically tested in our PC computers with no adverse reaction

8. **What types of communication do you plan to have with the general public about your utility's readiness, as well a preparing the public for the millennium rollover.**

Newspaper articles. Town Meeting.