

Memorandum



Date: October 17, 2011

To: Department Directors

From: Carlos A. Gimenez
County Mayor 

Subject: Utility Billing/Energy Management Software –Utility Billing Management Working Group (UBMWG)

Miami-Dade County government consumes over one billion kilowatt hours (kWh) and spends over \$100 million annually on electricity. Just as money is worth tracking, so is energy. As a county government, it has become crucial that we track and manage our energy consumption as energy costs continue to rise.

Several initiatives to reduce energy consumption across operations are currently underway, driven by County legislation¹ and the Energy Efficiency and Conservation Block Grant (EECBG) program. Through EECBG, the County is funding projects that aim at reducing energy consumption County-wide, including the recent acquisition of new utility billing/energy management software. This project will support all County energy-related initiatives. The ability to view and analyze electric bills provided by this acquisition, both across operations and at the facility-level, is essential to our ability to effectively manage electricity use.

The roll-out of the utility billing/energy management software will be intensive at first; but over time it will save every department time and money. A conservative estimate of expected savings from utilizing this software is two percent of County electricity use in the first year, equal to approximately 20 million kWh of electricity and \$2 million in energy costs. Throughout the term of the contract, as county-wide use of the solution is rolled-out, reductions may exceed five percent or \$5 million per year. This will translate to significant cost savings not only in reduced utility bills, but in improved efficiency of the bill auditing and processing process. For these reasons, every County department is directed to utilize this solution and identify a liaison or Energy Utility Bill Manager dedicated to the project.

The new utility billing/energy management software will:

- Efficiently process Florida Power & Light (FPL) electronic invoices, automating the process
- Improve billing processes including budgeting, accruals, and accounting
- Catch billing errors and generate retroactive reimbursements
- Identify inefficiencies in facilities and problems with building controls
- Provide ongoing billing monitoring and perform energy savings measurement and verification
- Motivate active department-level energy management and energy conservation
- Track and report greenhouse gas emissions
- Integrate into the US Environmental Protection Agency (EPA) Energy Star program

The software will interface with the Financial Accounting Management Information System (FAMIS) and Oracle/PeopleSoft Enterprise Resource Planning (ERP) financial systems, as well as with the Enterprise Asset Management System (EAM) and the EPA's Energy Star Automated Benchmarking System. An unlimited number of users will be able to access and address data, and each department will have the ability to assign various permission levels to staff in accordance with their responsibilities.

¹ Resolution No. R-228-09 mandates a reduction in electric energy consumption in County governmental operations of 20 percent relative to 2007 consumption levels by no later than 2014.

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The software will allow designated staff to run and view detailed reports, conduct rate analyses, and calculate the financial, energy and emissions costs of multiple sources (e.g., fuel, water, solid waste). Future expansion of the software may include the integration of other utility sources to allow for centralized management of utility costs.

Due to EECBG grant requirements, the software roll-out must be completed no later than September 30, 2012. Therefore, in order to facilitate this process, I am appointing the following staff to the Utility Billing Management Working Group (UBMWG) tasked to assist with the County-wide implementation:

Patricia Gomez, Sustainability, Planning, and Economic Enhancement, **Team Leader**

Dan Coogan, Internal Services Department

Greg Govia, Miami-Dade Water and Sewer Department

Maurice Jenkins, Miami-Dade Aviation Department

Gaspar Miranda, Public Works Department

Wanda Suarez, Information Technology Department

Connie White, Finance Department

Prior to the procurement of the new utility billing/energy management software, six departments that account for 87 percent of the County's electricity consumption were consulted. Members of the team have been chosen based on their individual roles in the processing, auditing and payment of the County's electricity consumption, and their involvement in the project thus far. A project charter that will be completed upon project kick-off will identify the specific roles of the team members. The participation of the appointed staff is critical to the successful transition from paper-based billing and decentralized methods of energy management to an industry standard product that allows the County to track, audit and analyze energy consumption electronically.

Based on the recommendation of the software vendor, the team will be needed for a one-year transition period to oversee the process. A basic schedule is attached for your reference.

If you have further questions, please call me directly at 305-375-5071 or Patricia Gómez, PE, Sustainability Program Manager for Energy, Infrastructure and Policy, at 305-375-4775. Thank you advance for your cooperation and assistance in improving the County's energy management abilities.

- c: Office of the Mayor Senior Staff
- Utility Billing Management Working Group (UBMWG)
- Sustainable Buildings Ordinance Committee
- Energy Liaisons

**Miami-Dade County Utility Billing Management Software Implementation
Project Schedule**

| ID | Task Name | Start | Finish |
|-----|---|--------------|-------------|
| 0 | MDC Utility Billing Management Software Implementation Project Schedule | Tue 10/4/11 | Fri 9/28/12 |
| 1 | MILESTONE 1: PROJECT INITIATION (5 weeks) | Tue 10/4/11 | Tue 11/8/11 |
| 32 | MILESTONE 2: INITIAL LOAD AND DATA SET-UP (7 - 8 weeks) | Wed 10/26/11 | Fri 9/28/12 |
| 45 | MILESTONE 3: INTERFACE DEVELOPMENT COMPLETED (14 weeks) | Thu 11/10/11 | Fri 2/24/12 |
| 62 | MILESTONE 4: PHASE 1 GO-LIVE / PHASE 2 SET-UP, TRAINING, & TESTING (14 weeks) | Mon 2/27/12 | Tue 5/29/12 |
| 63 | Complete Phase 1 deliverables | Mon 2/27/12 | Tue 2/28/12 |
| 67 | PHASE 1 - General Services Adm and Water & Sewer ROLL-OUT to PRODUCTION | Wed 2/29/12 | Wed 2/29/12 |
| 68 | Conduct Phase 2 deliverables | Mon 2/27/12 | Tue 5/29/12 |
| 81 | MILESTONE 5: PHASE 2 GO-LIVE / PHASE 3 SET-UP, TRAINING & TESTING (14 - 15 weeks) | Fri 4/27/12 | Mon 8/13/12 |
| 82 | Complete Phase 2 deliverables | Fri 4/27/12 | Tue 6/5/12 |
| 86 | PHASE 2 - Airport, Seaport, Public Works, and Corrections ROLL-OUT to PRODUCTION | Wed 6/6/12 | Wed 6/6/12 |
| 87 | Conduct Phase 3 deliverables | Fri 4/27/12 | Mon 8/13/12 |
| 100 | MILESTONE 6: PHASE 3 GO-LIVE (6 weeks) | Tue 7/3/12 | Fri 8/31/12 |
| 101 | Complete Phase 3 deliverables | Tue 7/3/12 | Mon 8/20/12 |
| 105 | PHASE 3 - Remaining County Departments ROLL-OUT to PRODUCTION | Tue 8/21/12 | Tue 8/21/12 |
| 106 | Complete Project Close-out tasks | Wed 8/22/12 | Fri 8/31/12 |