



City of Seattle
Seattle City Light Department

DEPARTMENT POLICY & PROCEDURE

Subject

Number

DPP 500 P III-417

Effective

INSTALLATION/REMOVAL CHARGES

Supersedes

November 22, 2010

Approved by Jorge Carrasco

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1.0 Purpose

- 1.1 To establish charges for new, additional, or enlarged service installations and removals.

2.0 Organization Affected

- 2.1 Electric Service Engineering
- 2.2 Finance Division
- 2.3 Energy Delivery Operations
- 2.4 Electric Services Engineering Unit
- 2.5 Technical Metering
- 2.6 Distribution Design Units, North and South
- 2.7 Energy Delivery Engineering Division

3.0 References

- 3.1 Seattle Municipal Code Section 21.49, the Rate Ordinance, and as the same may be amended or superseded.

3.2 Requirements for Electric Service Connection, January 26, 2007, and as the same may be amended or superseded.

3.3 City of Seattle Municipal Code Chapter 3.02, the Administrative Code.

4.0 Definitions

4.1 Additional Service. An electrical service connected to a customer's premises in addition to an existing, previously installed service.

4.2 Ampacity. Current-carrying capacity measured in amperes.

4.3 Ampere. The unit of measurement of electric current.

4.4 Department. The City Light Department.

4.5 Enlarged Service. An increase in the electrical load-carrying capacity of a customer's service. At premises having an existing service that exceeds the ampacity limits specified in the "Requirements for Electric Service Connection" manual, load additions that necessitate additional service installation work by the Department will be considered to be enlarged services.

4.6 Extraordinary Charges. Charges to customers to recover the costs of work performed in the installation of a service, but not recovered through the standard installation charge on those installations where standard charges apply.

4.7 Looped Radial. All parts of the electrical distribution system in the Seattle City Light service territory outside of the Downtown, University or First Hill Network areas.

4.8 Network Area. An area with high-density loads served by a network distribution system (Reference: "Requirements for Electric Service Connection").

4.9 New Service. An electrical service connected to a customer's premises where there is no existing service installed by the Department. Exception: A conversion from overhead to underground or underground to overhead shall be considered a new service.

EXCEPTION: The replacement, modification, or relocation of an existing service which necessitates work by the Department shall be considered a new service.

4.10 Permanent Service. The customer's permanent service panel and interface equipment energized by the Department on a permanent basis.

4.11 Point of Delivery. The point at which the Department's service conductors are connected to a customer's electrical wiring system, as defined by the Department.

- 4.12 Service Removal. The removal of all City Light-owned electric service equipment including electrical conductors and meters. In the case of very large service removals this may include transformers and transformer meters.
- 4.13 Service Rating.
- 4.13.1 The service rating shall be determined by the maximum nameplate ampere rating of the main service disconnect, but not less than the maximum nameplate rating of the main service panel.
- 4.13.2 In the absence of a single main service disconnect, the service rating shall be the maximum nameplate rating of the main service bus or the rating of the main busing in the service entrance panel, whichever applies.
- 4.13.3 In buildings where multiple services are connected from one service drop or service lateral, the service rating for the building shall be the aggregate of the individual service ratings as determined by §4.13.1 or §4.13.2 above.
- 4.14 Standard Installation/Removal Charge. A charge levied to recover the costs of certain smaller service installations and removals (§5.3.1).
- 4.15 Temporary Service. The customer's temporary service panel and interface equipment energized by the Department on a temporary basis for the purposes of construction.
- 4.16 Utility. The City Light Department.
- 4.17 Vault. A customer-owned and Department-approved chamber for the Department's transformers or equipment.

5.0 Policy

- 5.1 The Department shall charge customers the costs of installing new, additional, or enlarged electric service and the cost of service removals.
- 5.2 Charges for temporary service installations shall include all labor and material costs incurred by the Department including poles, wires (primary and secondary), conduits, structures, other material, excavation, engineering, and the labor costs of installing transformers, network protectors, metering equipment and service removal. Charges shall not be assessed for additions to the Department's distribution system, which will later be used to provide permanent service.
- 5.2.1 Standard charges shall be assessed as outlined in Schedules 101 and 104 of this DPP for installation of looped radial overhead or underground temporary services.
- 5.2.2 For installation of temporary services where standard charges are not established under §5.2.1, charges shall be assessed on the basis of the estimated time and material where the cost is estimated to be \$35,000 or less (Looped Radial), \$75,000 or less (Network). The customer will pay the full amount of this estimated cost, unless a change order(s)

causes the estimate to go over \$35,000 (Looped Radial), \$75,000 (Network). An advance payment of 20 percent of the engineer's estimate will be required from the customer before the Department's service design engineers and/or installation crews shall begin work. All fees (100 percent of the estimate) must be paid before service can be approved for connection. Estimates are good for 120 days from the date of the original estimate.

- 5.2.3 For installations of temporary services where standard charges are not established under §5.2.1, charges shall be assessed based on the estimate where the cost is estimated to be greater than \$35,000 (Looped Radial), \$75,000 (Network), but the customer will be billed for the actual cost of time and materials needed to complete the work. Estimates are good for 120 days from the date of the original estimate.
- 5.2.4 Costs to remove temporary service installations shall be included as part of the temporary service installation charge.
- 5.3 Charges for permanent service installations shall include all labor and material costs incurred by the Department between the primary or secondary tap (whichever is applicable) to the Department's existing distribution system and the point of delivery. Labor and material costs of setting, leveling, stenciling, etc., of transformers and network protectors, including preparation of the unit for service, and the material costs of the Department's metering equipment shall be excluded.
- 5.3.1 Standard charges as outlined in Schedule 100 of this DPP shall be made for permanent looped radial service installations that do not require either a padmount or vault transformer on customer's property, in accordance with the "Requirements for Electric Service Connection."
- 5.3.2 Extraordinary charges shall be assessed for extra work or materials required, but not included in standard charges. These include, but are not limited to the following, and shall be charged as indicated:
- Service poles and anchors as specified in Schedule 102 of this DPP.
- Street and alley crossings charged as specified in Schedule 103 of this DPP.
- 5.3.2.1 Where installation charges, which include standard and extraordinary charges, if any, are estimated to be \$35,000 or less (Looped Radial), \$75,000 or less (Network). The customer will pay the full amount of this estimated cost, unless a change order (s) causes the estimate to go over \$35,000 (Looped Radial), \$75,000 (Network). An advance payment of 20 percent of the engineer's estimate will be required from the customer the Department's service design engineers and/or installation crews shall begin work. All fees (100 percent of the estimate) must be paid before service can be approved for connection. Estimates are good for up to 120 days from the date of the original estimate.
- 5.3.2.2 Where installation charges, which include standard and extraordinary charges, if any, are estimated to be greater than \$35,000 (Looped Radial), \$75,000

(Network), actual time and material charges shall be billed. An advance payment of 20 percent of the engineer's estimate will be required from the customer the Department's service design engineers and/or installation crews shall begin work. All fees (100 percent of the estimate) must be paid before service can be approved for connection. Estimates are good for up to 120 days from the date of the original estimate.

- 5.3.3 All change(s) from the engineer's original estimate will be tracked and documented. These changes may be due to either a request/installation by the contractor/customer or field conditions.
- 5.3.4 If the total amount of the change(s) brings the overall estimated cost in excess of \$35,000 (Looped Radial) and \$75,000 (Network), the customer will then be required to pay actual time and material charges. An advance payment of 20 percent of the engineer's estimate will be required from the customer the Department's service design engineers and/or installation crews shall begin work. All fees (100 percent of the estimate) must be paid before service can be approved for connection.
- 5.4 Customers may make a written request to the proper level of authority for approval of payment arrangements for installation charges that differ from those described above in this Section 5.

6.0 Responsibilities

- 6.1 Finance Division shall be responsible for:
 - 6.1.1 Preparing billings for installation charges and recording billing transactions in Summit, the City's financial/accounting system.
 - 6.1.2 Posting payments of service installation/removal charges when notified by the City's Department of Finance; notifying Electric Service Engineering, and Customer Engineering, when required progress or advance payments are received.
 - 6.1.3 Processing refunds of installation/removal charges to customers who do not complete service work and are not provided a service connection or where actual costs are less than billed estimated costs on job initially estimated at greater than \$35,000 (Looped Radial), \$75,000 (Network). An advance payment of 20 percent of the engineer's estimate will be required from the customer the Department's service design engineers and/or installation crews shall begin work. All fees (100 percent of the estimate) must be paid before service can be approved for connection.
 - 6.1.4 Canceling billings for installation charges upon notification by the Electric Services Engineering Unit that corresponding service orders have been cancelled.
 - 6.1.5 Providing Distribution Design or Network Engineering with copies of cost ledger sheets showing charges against work order numbers for time and material jobs within 60 days of notification of job completion, and providing the North and South Electrical Services Divisions as required for looped radial jobs.

- 6.1.6 Providing information to Distribution Design or Network Engineering necessary for explaining differences between actual costs and estimates.
- 6.1.7 Annually reviewing and revising, if necessary, this DPP and Schedules 100, 101, 102, 103, and 104.
- 6.1.8 Developing a Department Operating Instruction (DOI) for billing customers, posting payments, keeping records of payments received by Customer Class, and related internal procedures and revising, if necessary, in January of each year.
- 6.1.9 Notifying the Energy Delivery Engineering Unit of any delinquencies.
- 6.2 The Distribution Design and Network Engineering Units shall be responsible for:
 - 6.2.1 Preparing estimates within 15 working days of receipt of adequate plans or service orders from the Energy Delivery Engineering for those jobs requiring an estimate.
 - 6.2.2 Determining which costs shall be chargeable or nonchargeable to time and material jobs and identifying time and material costs for extraordinary work on jobs charged in accordance with a standard charge schedule.
 - 6.2.3 Assigning work order numbers for nonstandard service installations.
 - 6.2.4 Forwarding billing memos to the Finance Division and copies of estimates and corresponding service orders to the Electric Service Engineering or Customer Engineering upon completion of estimates within 15 days of receipt of service orders.
 - 6.2.5 Reviewing estimates every 120 days during the period beginning with the date the original estimate was made until the job is completed. Tracking and documenting change orders as necessary. Revising and reissuing designs and estimates as required.
 - 6.2.6 Reviewing charges for time and material jobs and making adjustments as required prior to final billing; forwarding adjusted charges to the Finance Division.
 - 6.2.7 Providing explanations to the Electric Services Engineering Unit and Finance Division of differences between original estimates and time and material costs when the difference exceeds plus or minus 10 percent of the estimate.
 - 6.2.8 Preparing a Department Operating Instruction (DOI) for preparing cost estimates for time and material jobs and related internal procedures and revising, if necessary, in January of each year.
- 6.3 Energy Delivery Operations shall be responsible for:
 - 6.3.1 Reviewing and approving estimated labor hours on all jobs to be billed on the basis of time and material.

- 6.3.2 Providing design engineer with information on change orders due to either a request/installation by the contractor or field conditions.
- 6.3.3 Providing information to Distribution Design or Network Engineering necessary for explaining differences between actual costs and estimates, as needed for network jobs.
- 6.3.4 Preparing a Department Operating Instruction (DOI) to accurately account for labor and materials charged to jobs and related internal procedures and revising, if necessary, in January of each year.
- 6.4 The Electric Services Engineering Unit shall be responsible for:
 - 6.4.1 Preparing service requests for new, additional, and enlarged services.
 - 6.4.2 Preparing billing requests for each service requests written and forwarding the requests to the appropriate division(s).
 - 6.4.3 Notifying the appropriate divisions of any changed or cancelled service orders.
 - 6.4.4 Presenting estimates to customers for time and material jobs.
 - 6.4.5 Providing Distribution Design or Network Engineering with information on change orders due to either a request/installation by the contractor or field conditions.
 - 6.4.6 Presenting to customers new cost estimates due to change orders and securing their acknowledgement in writing for payment responsibilities.
 - 6.4.7 Reviewing explanations of differences between estimates and actual time and material charges, recommending appropriate corrections.
 - 6.4.8 Approving electric services for connection upon notification by Finance Division that required installation charges have been paid.
 - 6.4.9 Collecting any delinquent payments.
 - 6.4.10 Inspecting and reviewing contractor-installed metering equipment, material and current transformer primary circuit connections, as appropriate, for Electric Services Engineering to assure compliance with Department specifications, standards, and requirements for service, prior to authorizing final connection to energize the customer's service.

Responding to customer request for alternative payment arrangements with approval of the proper level of management authority.

- 6.5 The Technical Metering Unit shall be responsible for:
 - 6.5.1 Inspecting contractor-installed metering equipment and material connections, and circuitry for compliance with Department specifications, standards, and requirements for service.
 - 6.5.2 Installing key boxes on buildings where new or enlarged services have been approved for connection and the meters are located inside the building.
 - 6.5.3 Reviewing and approving estimated labor hours on all jobs to be billed on the basis of time and material.
 - 6.5.4 Providing information to Distribution Design or Network Engineering necessary for explaining differences between of actual costs and estimates.
 - 6.5.5 Providing design engineer with information on change orders due to either a request/installation by the contractor or field conditions.
 - 6.5.6 Preparing a Department Operating Instruction (DOI) to accurately account for labor and materials charged to jobs and related internal procedures and revising, if necessary, in January of each year.
 - 6.5.7 Installing current transformers and making all current transformer secondary-circuit connections. Providing and installing meters and associated metering equipment and testing the operation of metering equipment and metering circuits.
 - 6.5.8 Escalated Payment Schedule

Installation Charge Payment Arrangement Process

In the event a customer is unable to pay the full estimate at the time of energization, a payment arrangement may be approved by the Superintendent, Officer, or Director, based on the following Signing Authority:

Director	\$ 1 to \$50,000
Officer	\$50,001 to \$100,000
Superintendent	\$100,001 and over

The customer must furnish a letter of credit for the amount due or have a good credit history of five years or more with the Department.

7.0 Procedure

N/A

8.0 Appendix

8.1 Distribution: Posted online at <http://sclweb.light.ci.seattle.wa.us/dpp/>

8.2 Schedule Number

- 100 Installation Charges for Permanent Services
- 101 Installation Charges for Temporary Services
- 102 Service Poles and Anchors on Private Property
- 103 Underground Street Crossings
- 104 Temporary Service for Short-Term Seasonal Events

9.0 Revision History

Version	Date	Changes Made	Update Coordinated By
2.0	09-21-11	Revised to update labor and material costs. Revised title of DPP 500 P III-417, Schedule 104 as follows: TEMPORARY SERVICE FOR CHRISTMAS TREE LOTS AND FIREWORKS STANDS SHORT-TERM SEASONAL EVENTS.	Jackie Kirn
1.0	10-18-10	Revised to update text.	Jackie Kirn