



City of Seattle City Light Department

DEPARTMENT POLICY & PROCEDURE

Subject

Number

DPP 500 P III-304

Effective

TREE TRIMMING SERVICES

December 1995

Supersedes

New

Approved

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1.0 PURPOSE

To establish Department policy and guidelines for the cost of work requested by customers that is related to tree trimming near energized power lines and performed under the jurisdiction of City Light.

2.0 ORGANIZATIONS AFFECTED

2.1 City Light Department

2.1.1 Finance Division

2.1.2 South Electric Services Division

3.0 REFERENCES

3.1 WAC 296-45 Safety Standards for Electrical Workers.

3.2 City of Seattle Ordinance 112738, Street Tree Replacement Program, or as the same may be amended or superseded.

3.3 City of Seattle Resolution 28709, Street Tree Replacement Program, or as the same may be amended or superseded.

3.4 Requirements for Electric Service Connections, October 2, 1989, and as the same may be amended or superseded.

4.0 POLICY

4.1 The Department shall charge customers for all labor, material and administrative costs incurred by the Department for tree trimming services, including the labor and material for tree replacement, and the hourly rate stated in the Department's Contract for Power Line Clearance.

5.0 DEFINITIONS

5.1 Customer. Any person, firm, corporation or other legal entity that contracts for Power Line Clearance service.

5.2 Department. The City Light Department.

6.0 RESPONSIBILITIES

6.1 The Finance Division shall be responsible for:

6.1.1 Billing customers for tree trimming services that is performed under the jurisdiction of the Department;

6.1.2 Posting payments of tree trimming charges when notified of receipt by the City of Seattle's Finance Department;

6.1.3 Adjusting billings for tree trimming services upon notification by South Electric Services Division that corresponding service orders have been adjusted;

6.1.4 Recording transactions to customers' accounts receivable and reconciling General Ledger Accounts to customer subsidiary ledgers; and

6.1.5 Reviewing and revising this DPP annually, if necessary.

6.2 South Electric Services Division shall be responsible for:

6.2.1 Completing a contract for each customer request for tree trimming service;

6.2.2 Requesting tree trimming services by the contractor for Power Line Clearance;

6.2.3 Conducting a field check of the site after completion of tree trimming;

6.2.4 Communicating and coordinating all requests and information between customer and North and South Electric Services Divisions; and

6.2.5 Coordinating and initiating the preparation of the billing request.

7.0 PROCEDURES

7.1 The Department Divisions mentioned above implement the responsibilities according to the instruction and practices prescribed for, and common to, their respective areas of technical experience.

8.0 APPENDIX

8.1 Distribution: All Department Policy and Procedures Manuals.