1.0 Purpose

To provide instructions for charging customers to provide a three-phase line extension to serve a three-phase load in an existing single-phase area, at the customer's/developer's request.

2.0 Organization Affected

2.1 Customer Care Division, Electric Service Engineering

2.2 Energy Delivery Engineering

2.3 Energy Delivery Operations

2.4 Finance Division

3.0 References

3.1 Seattle City Light Construction Standards.

3.2 Requirements for Electric Service Connection, adopted January 26, 2007 and as the same may be amended or superseded.

3.3 Seattle City Light Distribution Design Guide.
4.0 Definitions

4.1 **Customer.** An official of the firm, corporation, government agency, or other entity receiving electric service from the Department; or a consultant, architect, or contractor representing the customer.

4.2 **Department.** Seattle City Light.

4.3 **Detailed Cost Estimate.** An estimate based on an engineering design review of the entire project broken down into the various elements of the design.

4.4 **Project Primarily Benefitting the Customer.** A project initiated by and of benefit, or advantage, to the customer, with little or no benefit, or advantage, to the Department. Such a project might be a request from a customer for a cost estimate to relocate or place underground City Light facilities on private or public property for the benefit of the customer.

4.5 **Three-Phase Line Extension.** The extension of one or more primary conductors or one or more pole spans in the public right-of-way whether or not poles are required to provide service.

4.6 **Unsalvageable Material.** Material that cannot be reused.

5.0 Policy

5.1 The Department shall provide a three-phase line extension to serve a three-phase load in an existing single-phase area, at the customer's/developer's request, if the Customer pays the charges outlined in this schedule.

5.2 The Department shall own and maintain all three-phase line extensions.

5.3 If a customer requires three-phase temporary power and is willing to pay for a line extension and later removal, as required, the Department should install and later remove the service.

5.4 The three-phase line extension shall be designed and constructed for operation at the standard distribution voltages as determined by the Department for the particular area in which the extension is located.

5.5 The three-phase line extension and any additions must be on a permanently established public road, highway, or private property over which the Department has existing lines and for which the Department has received a satisfactory permanent easement or right-of-way.

5.6 Energy Deliver Engineering Division shall prepare a Construction letter with the estimated cost of labor and unsalvageable material required to construct the extension for each project.

5.7 Electric Service Engineering shall review the estimated cost of labor and unsalvageable material, provide to the customer a Construction requirements letter, and initiate customer billing.
5.8 The customer shall sign a Service Construction Acceptance Form and pay estimated construction charges prior to the Department starting construction.

5.9 Charges for three-phase line extensions shall be billed in addition to any electric service installation charge assessed.

6.0 Charges

6.1 Charges may be levied to the customer/developer for labor and unsalvageable materials required to construct a three-phase line extension based on the following:

6.1.1 When the cost estimate is $35,000 or less, the charge assessed shall be based on the estimate of labor and unsalvageable material required.

6.1.2 When the cost estimate is greater than $35,000 the charge assessed shall be based on the actual labor and unsalvageable material required.

6.2 Within a three-year period following construction, and if additional three-phase service customers/developers are to be served through the same extension, each additional three-phase service customer/developer shall pay an amount determined by:

6.2.1 The line extension cost divided by the total number of three-phase service customers/developers (existing three-phase services, plus the request or requests for three-phase service being considered).

6.2.2 Payment for the line extension shall be handled through Electric Service Engineering who will create a Service Request billing for construction charges prior to the Department's installation of three-phase line extensions and/or services.

6.2.3 At the end of the three-year period, Electric Service Engineering shall determine the amount to be refunded to each of the three-phase service customers/developers/owners sharing the same line extension. This amount shall be each customer's original payment less an equal share of the line extension cost.

6.3 No charges shall be levied in those cases where the Department determines that a three-phase line extension is appropriate to balance line loading, or that it is beneficial to the Department to provide three-phase distribution for future load growth.

7.0 Responsibilities

7.1 Electric Service Engineering shall be responsible for:

7.1.1 Making all customer contacts.

7.1.2 Arranging office and/or field meetings between the customer and the Energy Delivery Engineering.
7.1.3 Issuing billing requests and collecting payment.

7.1.4 Communicating and coordinating all requests and information between the customer, Energy Delivery Engineering, Energy Delivery Operations, and Finance Divisions.

7.2 Energy Delivery Engineering shall be responsible for:

7.2.1 Providing detailed estimates of total project costs as requested by the Electric Service Engineering.

7.2.2 Preparing Construction Letter to customer with scope of work and estimated cost.

7.2.3 Preparing work order drawings, material lists, permits, traffic control plans, obtain easements etc., for installation of three phase line extension by Energy Delivery Operations.

7.3 Energy Delivery Operations shall be responsible for:

7.3.1 Installing three-phase line extension as per work order drawing and materials.

7.3.2 Tracking total labor and materials costs and provide information on expenses as requested.

7.4 The Finance Division shall be responsible for preparing and sending billings to the customer, or the customer’s representative, as requested by Electric Service Engineering through the submittal of a billing request form.

8.0 Procedure

8.1 Electric Service Engineering is the contact with the customer or customers involved in a cost estimate request.

8.1.1 Electric Service Engineering determines the nature and scope of the customer’s request and obtains a clear understanding of the exact nature of the project.

8.1.2 Electric Service Engineering informs the customer at this time if the Department will be billing for three phase line extension.

8.2 Electric Service Engineering notifies Energy Delivery Engineering when the following occur(s).

8.2.1 Any time limits required to meet customer needs shall be clearly indicated.

8.2.2 If required, a representative from Electric Service Engineering will meet with Energy Delivery Engineering personnel and/or customer representatives to obtain information on the customer’s problems and requirements.
8.3 Electric Service Engineering sends a Service Request to Energy Delivery Engineering providing information regarding the customer’s request.

8.4 Engineering Delivery Engineering prepares detailed estimate of project cost and a Construction letter and provides information to Electric Service Engineering as required by the customer.

8.5 Electric Service Engineering prepare Construction letter and provides information to customer.

8.6 The Finance Division, as directed by the Billing Request, prepares and sends a bill for the engineering cost estimate.

8.7 Electric Service Engineering receives and records customer Acceptance Letter, receives payment from customer, and then notifies Energy Delivery Engineering to proceed with work order to Energy Deliver Operations.

8.8 Energy Delivery Engineering prepares a work order for construction by crews, adds a work order number to a billing request, and sends the billing request to the Finance Division.

8.9 Energy Deliver Operations Electric installs the three phase line extension and documents all costs.

8.10 If project has an estimated cost in excess of $35,000, Finance Division prepares a final bill and sends the bill to customer when notified by Energy Deliver Engineering.

9.0 Appendix

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

10.0 Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Changes Made</th>
<th>Author/Key Contact</th>
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<tr>
<td></td>
<td>2.0</td>
<td>Reviewed/no revisions to Schedule 115. Update Coordinated By: Jackie Kirn</td>
<td>Electrical Services Engineering Manager and Robert Bartley</td>
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<tr>
<td></td>
<td>10-18-10</td>
<td>Revised to update charges and test Update Coordinated By: Jackie Kirn</td>
<td>Margy Jones and Robert Bartley</td>
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