

**CORRECTED VERSION**

OFFICE OF THE CITY MANAGER

March 27, 2006

**To:** City Council

**From:** Cynthia J. Kurtz  
City Manager

**Subject:** Adopt A Resolution Amending The Water And Power Department Electric Service Requirements, Regulation 21 To Reflect The Proposed Revisions; And Direct The City Attorney To Prepare An Ordinance Relating To Underground Electric Vaults On Private Property By Adding Section 13.04.125.

The revisions of the subject documents addresses technical changes to the equipment and or standards used in connecting customers to the electric distribution system; and at the same time adds clarity to areas of responsibility and various costs borne by the customer, property owner or developer in order to ensure that the potential for ratepayer subsidies of projects is eliminated.

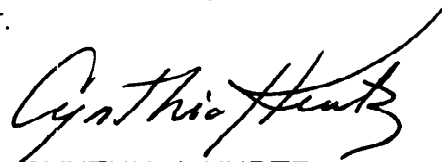
Based on recommendations from the Municipal Services Committee on November 16, 2005 additional changes to the subject Electric Service Requirements Regulation 21 were made in order to provide additional detail and clarity to the presented documents:

- Additional clarity is provided on page 2, in h. stating that "...a temporary meter service shall be used..." where unmetered service is either not practical or that unmetered service will be for a period exceeding 60 days.
- Additional clarity and detail is provided on page 17, at 1. stating that installation of a vault/enclosure shall be required "...at the vault owners expense..."; and
- On page 17, at 3., additional detail and clarity has been provided for where the Department must have unobstructed ingress and egress to conduct "inspections of the vault/enclosure or maintenance on the" electrical equipment located in the vault/enclosure; and

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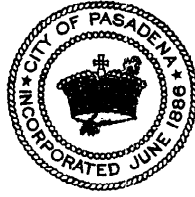
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- On page 17, at 3., b. additional clarity has been added defining the vault owner as solely responsible for maintenance and repair of the vault; and again, to clarify that the vault owner shall make the vault freely accessible to Department employees or contractors at all times for inspections or equipment maintenance.
- On page 35, at 7., additional clarity and detail has been provided to ensure that the customer shall pay the full cost of installation and removal of temporary service connections.
- On page 38, at E. New Construction or Upgrades to Existing Distribution Infrastructure. Additional detail and clarity has been provided illustrating that the full cost of new construction or infrastructure upgrades necessary to support new developments or individual projects is the responsibility of the developer or property owner.



CYNTHIA J. KURTZ

City Manager



OFFICE OF THE CITY MANAGER

February 27, 2006

**To:** City Council

**From:** Cynthia J. Kurtz  
City Manager

**Subject:** Adopt a Resolution Amending the Water and Power Department Electric Service Requirements, Regulation 21 to Reflect the Proposed Revisions; and Direct the City Attorney to Prepare an Ordinance Relating to Underground Electric Vaults on Private Property by Adding Section 13.04.125.

The revisions of the subject documents addresses technical changes to the equipment and or standards used in connecting customers to the electric distribution system; and at the same time adds clarity to areas of responsibility and various costs borne by the customer, property owner or developer in order to ensure that the potential for ratepayer subsidies of projects is eliminated.

Based on recommendations from the Municipal Services Committee on November 16, 2005 additional changes to the subject Electric Service Requirements Regulation 21 were made in order to provide additional detail and clarity to the presented documents:

- Additional clarity is provided in section I. Character of service, A. Service Conditions, 1. General, h. stating that "...a temporary meter service shall be used..." where unmetered service is either not practical or that unmetered service will be for a period exceeding 60 days.
- Additional clarity and detail is provided in IV. Transformer Enclosures/Vaults on Private Property, A. General, 1. stating that installation of a vault/enclosure shall be required "...at the vault owners expense..."; and
- At 3., additional detail and clarity is provided when the Department must have unobstructed ingress and egress to conduct "inspections of the vault/enclosure or maintenance on the" electrical equipment located in the vault/enclosure; and.

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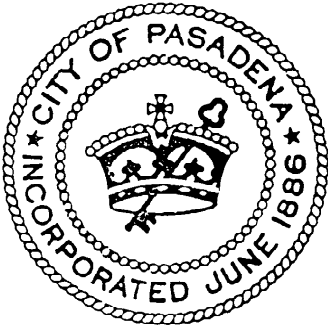
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- At 3., b. additional clarity defines the vault owner as solely responsible for maintenance and repair of the vault; and again, to clarify that the vault owner shall make the vault freely accessible to
- Department employees or contractors have access at all times for inspections or equipment maintenance.
- At IX., Temporary Construction Power, A. General, 7., additional clarity and detail is provided to ensure that the customer shall pay the full cost of installation and removal of temporary service connections.
- At X. Cost to Customers for Department Supplied Equipment, E. New Construction or Upgrades to Existing Distribution Infrastructure. Additional detail and clarity is provided illustrating that the full cost of new construction or infrastructure upgrades necessary to support new developments or individual projects is the responsibility of the developer or property owner.



CYNTHIA J. KURTZ

City Manager



# Agenda Report

**DATE:** November 21, 2005

**TO:** City Council  
**Through:** Municipal Services Committee

**FROM:** City Manager

**SUBJECT:** Adopt A Resolution Amending The Water And Power Department Electric Service Requirements, Regulation 21 To Reflect The Proposed Revisions Effective February 1, 2006.

## **RECOMMENDATION:**

It is recommended that the City Council adopt a resolution amending Water and Power Electric Service Requirements, Regulation 21, to update and revise the guidelines, standards, terms and conditions by which customers connect to the power distribution system.

## **EXECUTIVE SUMMARY:**

Regulation 21 sets the guidelines, standards, terms and conditions by which customers connect to the power distribution system. Detailed descriptions of various service connection types, meter installation and construction standards are included. The purpose of the regulation is to provide the electrical customer, property owner, contractor, developer, and engineer with a resource that will aid in the completion of electric service connections that meet all Department and industry standard practices and safety requirements.

Regulation 21 has been revised by the Department to: (1) clarify existing information via text edits and additional insertions; (2) reflect updated technical standards; (3) allow the Department to recoup its costs for temporary construction power installations and removals; (4) ensure that the Department has some recourse to ensure that unsafe vaults/enclosures conditions can be remedied; (5) establish parameters for prior authorization for unmetered service and the disconnection of such service; and (6) change the title of Utility Service Advisor to Utility Service Planner.

**BACKGROUND:**

The Pasadena Municipal Code provides that the General Manager of the Water and Power Department shall, from time to time, submit service regulations relating to conditions of service, including rates, charges, and various special services not otherwise provided for. Such Regulations and Schedule of Charges become effective upon adoption by resolution of the City Council. (Pasadena Municipal Code Section 13.04.100).

Regulation 21 was last revised by Council Resolution 8135 on July 1, 2002. Regulation 21 has been revised to reflect updates to the Department's service guidelines and document necessary technical details of service requirements. Text edits, formatting changes, and additional language clarify intent and, in some cases, emphasize the already existing responsibilities of the property owner and the Department. Also the Utility Service Advisor title is changed to Utility Service Planner.

A revision to Section IV addresses the need to ensure that the Department has some recourse where customers/property owners do not respond to Department notifications in a timely manner. Currently, Regulation 21 provides that customers/property owners are responsible for maintaining vaults/enclosures in a condition that will not cause safety hazards. Although the Regulation states that the Department shall notify the customer/property owner that they have ten (10) business days to remedy any unsafe conditions, there is no provision guaranteeing that the vault/enclosure will be brought to a safe standard if the customer does not comply. The revision to this paragraph enables the Department to do the necessary work after the 10 days have expired if the customer/property owner has failed to act. Any cost for such work as incurred by the Department shall be at the expense of the customer/property owner, and the customer/property owner will be billed. If the bill remains unpaid after ninety (90) days, a proration of the total charges will be developed and applied to the customer's bill including any appropriate interest.

A new paragraph is added to the General Service Conditions in Section I requiring prior authorization by the Department for temporary unmetered service before removing any meter. Authorization for unmetered service is provided for a period of sixty (60) days. Where the sixty (60) days have been exceeded, forty-eight (48) hours notification will be given and then service will be suspended until all improvements or repairs have been completed. This ensures that temporary unmetered service authorizations have consistent and clearly defined windows.

Finally, the Department will now require that all costs related to the installation and removal of temporary construction power, as incurred by the Department shall be borne by the customer. The existing Regulation 21 only calls for a customer deposit for temporary service connections. However this deposit does not cover all costs and is not defined as "non-refundable". The result is that the majority of rate-payers, who do not benefit from these customer-specific projects, are helping to bare this expense.

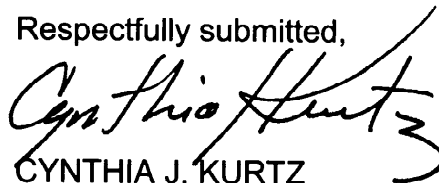
The following provides a bulleted summary of the principle revisions to Regulation 21:

- Non-substantive wording changes, edits and insertions for clarity and emphasis
- Technical adjustments and additional inspection requirements to meet with current standards and preferences (such as the location of “conduit from the service head to the meter panel” and a requirement for Department inspection of temporary power conduits prior to backfilling)
- Change of title from Utility Service Advisor to Utility Service Planner
- New provisions that:
  - specify, the Department may take action to remedy hazardous vault/enclosure conditions, at the customer’s/property owner’s expense, where the customer/property owner has failed to fulfill the obligation to do so following notification by the Department;
  - allow for the recovery of costs incurred by the Department in the installation and removal of temporary service; the cost of labor and materials will be charged to the customer;
  - make Department authorization for temporary unmetered service a requirement prior to the removal of any meter and specifying the conditions for the suspension of such service after a reasonable period and notification.

**FISCAL IMPACT:**

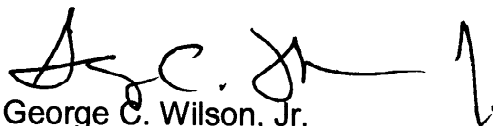
As the projects are customer initiated and the costs for all Department work are borne by the customer, there is no cost to the Power Fund. In the event a lien is placed against customer property resulting from the Department incurring private property repair costs, there may be some time lag before the Department can recover its costs.

Respectfully submitted,



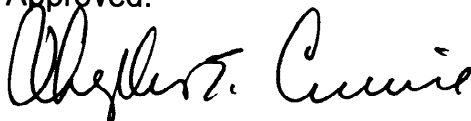
CYNTHIA J. KURTZ  
City Manager

Prepared by:



George C. Wilson, Jr.  
Business Unit Director- Power Delivery Field Services  
Water and Power

Approved:



Phyllis E. Currie  
General Manager  
Water and Power Department

Attachments:

1. Regulation 21
2. Resolution



RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASADENA REGARDING  
AMENDMENT OF REGULATION NO. 21 WHICH SETS FORTH ELECTRIC SERVICE  
REQUIREMENTS AND REGULATIONS

Introduced by Councilmember \_\_\_\_\_

WHEREAS, ON April 4, 1988, the Board of Directors of the City of Pasadena approved and adopted Electric Service Requirements and Regulations ("Regulations") 1 through 17; 21 and 23; and

WHEREAS, Section 13.04.100 of the light and power rate ordinance, Chapter 13.04 of the Pasadena Municipal Code, provides that the General Manager of the Water and Power Department shall, from time to time, submit service regulations relating to conditions of service, application, administration, and interpretation of rates, and/or charges for reconnections and for various special services not otherwise provided for, and further provides that such regulations and schedule of charges shall be effective upon adoption by resolution of the City Council; and

WHEREAS, it is necessary to amend Regulation 21 in order to, among other things: (i) reflect updated utility technical standards; (ii) remediate unsafe and hazardous private property electric vaults under circumstances where the vault owner fails to do so ; (iii) provide for the requirement of prior authorization by the Department for temporary unmetered service before removing any meter, (iv) and requires that all department costs related to the installation and removal of temporary construction; and

WHEREAS, a true and correct copy of the proposed amended and restated Regulation No. 21 is attached hereto:

NOW, THEREFORE, BE IT RESOLVED that the Water and Power Electric Service Requirements Regulation No. 21 in the amended and restated form attached hereto is hereby approved and adopted.

Adopted at the regular meeting of the City Council of the City of Pasadena on the 23re day of January 2006 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Jane L. Rodriguez, CMC  
City Clerk

APPROVED AS TO FORM:



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Scott D. Rasmussen  
Assistant City Attorney