

ELECTRIC SERVICE SYSTEM
RULES AND REGULATIONS
(Approved by Resolution CC-16-20)

Accounting System:

The city will account for the operations of its power system as a separate department, using a system of accounting substantially in accordance with the FERC Uniform System of Accounts or other standard system of accounting acceptable for completing a standard cost of service study.

Area Served:

Corporate city limits of the City of Shasta Lake and areas adjacent to the city in Shasta County.

Applicant:

The term “applicant” is used to designate a person, partnership, association, firm, public or private corporation or governmental agency requesting electric service supplied by the city.

Capital Improvement:

The total investment in facilities (transmission, substations, distribution, etc.) to serve load.

Characteristic of Service – Character:

The character of electric service to be made available to each customer shall be dependent upon:

- The service available at the proposed location
- The size of load
- The operating characteristics of the customer’s equipment

Characteristic of Service – Classes:

The following classes of service will ordinarily be offered to the customer:

1. 1-phase, 120/240V, 3-wire delta
2. 1-phase, 120/208V, 3-wire delta
3. 3-phase, 120/240V, 4-wire delta-delta
4. 3-phase, 120/208V, 4-wire delta-delta
5. 3-phase, 277/480V, 4-wire delta-delta

NOTES (7/23/2020):

- Item 2 is no longer offered.
- 4-wire delta-delta is no longer offered.
- Item 3 available for existing overhead only.
- Items 4 & 5 available for existing overhead and new underground only.

The above secondary voltages levels are nominal and may vary within the normal and generally acceptable limits.

Other secondary voltages may be made available for special service requirements, at the city’s option.

Characteristic of Service - Primary Voltage Service:

Service at primary voltage may be available for certain types of loads at voltages designated by the city.

Characteristic of Service – Standard:

The city's standard electric service is alternating current, 60 Hertz, single or multi-phase.

City:

The term "city" is herein used to designate the City of Shasta Lake, which furnishes electric service under these rules and regulations.

Delegation of Authority:

The city council selects and delegates authority to its chief executive the city manager to oversee the daily operations of the city. The city manager appoints an electric utility director to assist in carrying out the goals and objectives of the retail electric distribution services provided by the city.

Electric Service Connection - Advance on Construction:

Used in conjunction with aid-in-contribution to construction, applicant provided funds paid prior to the start of construction in order to cover the cost of project specific equipment.

Electric Service Connection - Aid-in-Contribution to Construction:

A customer's non-refundable cash payment covering the costs of an electric service connection that are in excess of city funded allowances.

Electric Service Connection – Alternative Design:

The city reserves the exclusive right to determine the route, design, and method of construction as it deems appropriate and necessary. If the applicant desires an alternate method or route of construction, for whatever reason, the applicant shall pay all the additional costs associated with the alternative and only if it is accepted by the city as a feasible method of installation. If the city selects a route or method of construction in order to make other improvements to its facilities or operations, the applicant shall not be responsible for those costs. In all cases, the city shall have the final determination of how and where the distribution facilities will be constructed. Customer requests for an alternate design will be considered to the extent such alternate design is feasible and will not have a negative impact on any other customers.

Electric Service Connection - Application:

Application for electric service connection shall be made in writing by the applicant to the city on city provided forms. The city may require a non-refundable application charge so confirmation of service can be provided. The city shall supply service in accordance with city design specifications at charges established by the city for the class of service requested by the applicant. The city shall require a separate application for service for each separate location.

Electric Service Connection - Availability:

The city accepts the principle of complete area coverage in making electric service available to anyone within its assigned area. The restrictions are the limitations of feasibility established by policies and procedures of the city and regulations required by the state of California. In addition, a customer must agree to comply with the terms and conditions of service contained in the city's electric service system rules and regulations. In all cases, the city will construct, own, and maintain all facilities up to the point of delivery. Subject to payment of charges as set forth herein, the city will provide electric service to customers on an area coverage basis, without regard to race, color, religion, sex, age, national origin, or disability. The city will determine the price classification for each service.

The city will supply electric service at a delivery point, or meter location, to be agreed upon by the city and the applicant. This location will be determined as the best load center available to serve all the electrical requirements of the customer that are near enough to be served from one metering point. The city will install and maintain the line and all equipment up to the delivery point. Also, the meter will be furnished by the city.

Electric Service Connection - Contribution Margin:

Calculated by class of service, it is the revenue received less the cost of power. Contribution margin may be expressed in units of kWhs or kW.

Electric Service Connection – Conversion:

At the request of the customer, the city may convert a single-phase service to a multi-phase service (or visa-a-versa). The customer will make a contribution in aid of construction equal to the cost of the service upgrade. The contribution will be made in advance of construction.

Electric Service Connection – Damage Liability:

The city disclaims any and all liability for damage to the applicant's crops, trees, shrubs, fences, sidewalks, driveways, or other obstructions incident to the installation, maintenance, or repair of the facilities if such damage was not caused by its own negligence.

Electric Service Connection - Deposit on Construction:

Used in conjunction with aid-in-contribution to construction, applicant provided funds that will be eligible for rebate from the City based upon load performance over a specific period of time.

Electric Service Connection – Electric Energy Sales Estimate:

Any estimate of anticipated electric energy sales or revenues required in order to implement the city's policies will be made by the city based upon the city's experience in serving similarly situated customers of the connected load of the prospective customer. The city may require the customer provide a survey of estimate load or a certified electric load schedule for large loads.

Electric Service Connection – Estimated Construction Schedule:

At the time pre-construction requirements are met, the applicant shall indicate if the project shall proceed, and the city shall indicate an estimated construction schedule. This estimated schedule is subject to revision due to unforeseen circumstances such as in climate weather, line repairs, and maintenance work to restore power, equipment breakdown, unavailability of materials, or construction obstacles that delay progress. If the project does not proceed within 12 months, the applicant will be required to reapply under the electric service connection policy in effect at that time.

Electric Service Connection - Point of Delivery:

The point of delivery is the point, as designated by the city, on the customer's premises where electrical energy is to be delivered. All facilities leading up to the point of delivery are the owned and the responsibility of the city. All facilities after the point of delivery are the owned and the responsibility of the customer. The delivery point on overhead construction is at the end of the service drop where the overhead wire is attached to the structure on which the meter is located. The delivery point on underground construction is where the underground wire is attached to the meter socket.

Electric Service Connection – Notification:

Before service will be provided to a premise not currently receiving service, the city must be notified and an application for electric service connection must be completed and approved.

Electric Service Connection – Space Requirements:

The customer must provide space for any city equipment required to serve the customer.

Meter Installations – Location:

The city will normally furnish a single meter at the point of connection to the customer's premises at location designated by the city. Any customer requiring service at two or more separately metered points of connection to the city's distribution system shall be billed separately at each such metering point.

Meter Installations – Meter Placement:

The meter must be installed outside the building at a location designated by the city and must be accessible to city personnel without interference. If the customer or agent alters the building or anything else that in any way causes the meter to no longer be located outside the building, or accessible, the customer shall notify the city and pay all the costs of having the meter moved to a location outside the building.

Meter Installations – Meter Seals:

Visible seals will be placed by the city on all meters and meter enclosures and such seals shall not be broken or disturbed by anyone other than authorized representatives of the city. Tampering with seals or any wiring between the meter and the city's service wires by anyone other than authorized city representatives may be sufficient cause for discontinuance of service.

Meter Installations – Multi-Occupancy Premises:

Each individual unit of multi-occupancy premises will be separately metered.

Exceptions:

- Electricity used in centralized heating, cooling, water heating, or ventilation.
- In a facility designated for elderly or handicapped persons where utility costs are not apportioned to individual tenants.
- Where sub-metering or resale of service was previously permitted by municipal code.
- Where impractical: where conditions or structural barriers exist in the multi-occupancy building that would make individual meters unsafe or physically impossible to install; where the cost of providing individual metering exceeds the long-term benefits of individual metering; or where the benefits of individual metering (reduced and controlled energy consumption) are more effectively accomplished through a master meter arrangement.

This provision shall not be construed to prohibit the city from requiring more extensive individual metering than otherwise required.

Master metering to multiple buildings is prohibited, except for multiple buildings owned by the same person or entity. Multi-occupancy premises within a multiple building complex may be master metered pursuant to this paragraph only if the specific requirements have been met.

For specifics regarding city metering equipment and installation requirements contact the city.

Meter Installations – Ownership:

The city will furnish and install the meter. The customer will supply an acceptable meter loop installation at customer's own expense. The meter may include additional or special equipment that enables certain functions to be performed from a remote location, including the disconnection or reconnection of service. The city will furnish, install and maintain such equipment if it is installed. The city reserves the right to determine under what circumstances such equipment will be installed. The customer will be required to furnish and install the conductor, conduit, disconnect and all other required appurtenances. On loads requiring current transformer metering, the city will install the current transformer meter loop and meter. Where state regulations and local ordinances require inspection and approval of customer's wiring by local authorities, such inspection shall be completed and certificate of approval obtained before the city will render service.

Meter Installations – Primary Metering:

The city will furnish and install primary metering when it is mutually advantageous to both parties to use this type of metering and the load warrants such metering in accord with good engineering design and practice.

Meter Installations – Temporary Meter Loops:

The applicant will furnish and install a temporary meter loop and the city will install a temporary meter to provide electric service for construction until a permanent meter loop is installed. This service will be provided for a maximum of twelve months. The charges for such temporary service and installation to the customer shall be at the applicable rates based on the rate classification determined by the city, which is in addition to the usual and normal requirements for service and the payment for electrical energy at the regularly scheduled rates.

Meter Reading:

The customers' meters shall be read each month by a representative of the city or by an automatic meter reading device. Meters normally shall be read according to the respective billing cycles 1 through 4. If the automated meter reading device fails to retrieve a meter reading the city may estimate the reading in lieu of an actual meter reading.

Meter Testing – Routine Testing:

The city shall test all watt-hour meters periodically for accuracy and mechanical condition, in accordance with good utility practice. All meters and associated devices shall be tested within 180 days after they are removed from service. Such test shall be made before the meters and associated devices are adjusted, repaired, and returned to active service or retired.

Meter Testing – Meter Performance Standards:

All watt-hour meters must be accurate to within plus or minus 2% at full and light load. Demand meters shall be accurate to within 1.5%.

Meter Testing – New Meters:

The city will sample test new meters to ascertain if they meet the required accuracy limits.

Principal Officers:

The city provides a current list of principal officers and city council member upon written request to the city clerk.

Premise:

The term "premise" is used to mean the tract of land, building, part of a building, or facility to which electric service is provided. Each freestanding residential dwelling constitutes a separate premise even though they may have common ownership.

Resale of Energy:

The electric service furnished by the city is for the sole use of the customer. A customer shall not sell or redeliver electric service to any other person or company without the

written consent of the city. In case electric energy supplied by the city to the customer is resold without the written consent of the city, service may be disconnected upon notice to the customer. If service is disconnected for this cause, the reconnection charge as established by city council shall apply.

Right-of-way on Applicant Premises:

The applicant or property owner shall grant or cause to be granted to the City, without charge, right-of-way over, along, across, and under the premises and any adjacent road right-of-way for the construction, operation, maintenance, and repair of the city's lines, appurtenances, and equipment connected or used in conjunction with service. The City and its representatives may enter to construct, operate, maintain, repair, or perform any other duties necessary to maintain the city's facilities, including the right to undertake vegetation management efforts.

Right-of-way Procurement:

Providing a cleared right-of-way is the responsibility of the applicant for electric service connection. The city's electric department staff will assist the applicant in the procurement of right-of-way. The city may assess the applicant for any costs incurred in connection with procurement of said right-of-way. In such cases, the applicant will be required to make an advance contribution covering such costs. It shall be the responsibility of the applicant desiring service to provide or pay for costs incurred by tree or brush clearing on right-of-way for initial clearing. Subsequent clearing will be provided by the city.

Relocation of City Facilities:

If the city is asked to move any of its conductors or equipment temporarily or permanently, to provide physical clearance for any reason, a deposit to cover the estimated expense will be required. Only authorized city representatives may move or remove any facilities belonging to the city. The actual cost of the move shall be borne entirely by the persons requesting such moving of facilities. Any move or removal of city facilities upon request of any governmental authority shall be in accordance with applicable franchises, ordinances, statutes, or regulations. The payment for the move of facilities must be made before the move takes place. If it is necessary that the facilities must be placed in public road right-of-way, the applicant may be required to pay an additional charge to reflect the potential of future relocation requirements.

Rules and Regulations:

These rules and regulations are designed to govern the supplying and receiving of electrical energy for good service, safety, and the well-being of the customer and the city. They contain the rates and charges to be collected for rendering of electric service. They are subject to change from time to time and are issued in compliance with Chapter 13 of the City of Shasta Lake's municipal code.

Statement of Operations:

The City of Shasta Lake is a municipal corporation organized under the provisions of ????, California Code. The city provides electric distribution service to approximately

4,500 customers in the City of Shasta Lake and areas adjacent to the corporate city limits in Shasta County, California. Service is available to all persons within the assigned service area of the city on a nondiscriminatory basis. Each customer has the ability to participate in affairs of the city by attending regularly scheduled city council meetings. The city council are elected from among the citizens of Shasta Lake by eligible voters.

Transformer Capacity:

The city will determine the size of the transformer to be installed to provide adequate service and voltage regulation for all types and classifications of service. Such determination should not be considered a warranty or guarantee concerning adequate transformer size or level of service.

Wiring Standards – Wiring Specifications:

The City requires compliance with specifications set forth in the Uniform Building Code and other applicable codes or regulations when a customer or other responsible party wires or rewires buildings, premises, etc.

Wiring Standards – Inspections:

The City will require inspection to be made, prior to connection of a new service. This is to determine that the applicant's wiring is in compliance with the latest edition of the "National Electric Code" and any other applicable codes or regulations. The customer shall be responsible for having this inspection performed and any costs associated with required inspection.

When a permit and/or an inspection by the city is required for a newly connected or reconnected installation which is subject to the statewide electrician's licensing and inspection program the city will not energize such service until such permit is obtained and the installation passes the required inspection.

Any new meter loop and service entrance shall be inspected by authorized personnel of the city before the service is energized or relocated. If said meter loop and service entrance does not meet with the wiring specification of the city, it will not be energized until necessary changes have been made by customer or responsible party.

Wiring Standards – Customer Responsibility:

When the wiring of a customer is found to be dangerous, the city shall require immediate repair. Failure to meet the requirements is cause for disconnection without further notice.

The customer agrees to assume responsibility for any damages, including stray voltage, caused by defects in customer wiring.