

ADVANCED METERING OPT-OUT POLICY AND PROCEDURE	
DPP NUMBER	DPP 500 P III-427
EFFECTIVE	September 14, 2016
SUPERCEDES	n/a
APPROVED BY	Larry Weis, General Manager and CEO <i>Larry Weis</i> DATE September 14, 2016

1.0 PURPOSE

- 1.1 To establish Department policy relating to the management and procedures for opting out of the Advanced Metering Program. Advanced meters will be the new metering standard beginning on October 1, 2016. All residential Customers will receive an Advanced Meter unless they elect to opt-out through the Opt-Out Policy and Procedure. Customers electing to opt-out will receive a Non-Communicating Digital Meter.

2.0 ORGANIZATIONS AFFECTED

- 2.1 Customer Care Division
2.2 Finance Division

3.0 REFERENCES

- 3.1 SMC 21.49.040, Residential Rate Assistance, (Schedules REC, RET, RES, REH, REB, REE, RLC, RLT, RLS, RLH, RLB, and RLE)
3.2 SMC 21.49.110(N), Electric service connection provision.

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4.0 DEFINITIONS

- 4.1 Advanced Meter. A solid state digital meter that includes a two-way communicating module with the ability to collect and transmit energy consumption data.
- 4.2 Customer. Any person, firm, corporation, government agency, or other legal entity who uses, has used, or has contracted for electrical service from the Department.
- 4.3 Department. The City of Seattle's City Light Department.
- 4.4 Non-Communicating Digital Meter. A solid state digital meter that collects hourly usage information but has no communications module.
- 4.5 Non-Property Owner Customer (i.e., tenant). Customer who does not own title or have legal interest in the property receiving service.
- 4.6 Property Owner. Individual or entity, jointly or severally in possession of title for land or a building in whom all or any part of legal title is vested.

5.0 POLICY

Schedule

- 5.1 The Department reserves the right to evaluate and revise this Policy and Procedure, including schedule and procedure charges, at any time.

Eligibility

- 5.2 All residential Customers receiving single-phase service are eligible to opt out of the Advanced Metering Program unless otherwise noted below.
- 5.3 Commercial, industrial, and municipal Customers are not eligible to opt-out of the Advanced Metering Program.
- 5.4 Customers participating in special programs, such as net metering for solar energy production, are not eligible to opt-out of the Advanced Metering Program.
- 5.5 Non-Property Owners who wish to opt out of the Advanced Metering Program must receive signed permission from the Property Owner and provide evidence of that permission to the Department.
- 5.6 Customers who opt out will not be able to participate in potential savings strategies through the Advanced Metering Program or receive benefits, such as Customer programs associated with the Advanced Metering Program (e.g., pre-pay service; future alternative rate structures; access to some features on the Customer portal; enhanced safety features; automated power outage reporting).

Opt-Out Charges

- 5.7 Opt-out charges as shown in the table below shall be collected to cover the associated costs to the Department for installation, operation and maintenance of Non-

Communicating Digital Meters. This includes, but is not limited to, the cost to the Department for conducting and administering manual meter reads, the cost of the Opt-Out Policy and Procedure administration, and the cost of installing a Non-Communicating Digital Meter requested by the Customer.

- 5.8 The Utility Discount Program (UDP) policy of 60% discount will be applied to opt-out charges for UDP qualified Customers as shown in the table below.

	Standard Opt-Out Charges	Opt-Out Charges for UDP Customers*
One-Time Service / Administration Fee	\$124.43	\$49.77
Installation During Roll-Out with 2 Week Notice	No Charge	No Charge
Installation Fee Per Meter In All Other Instances	\$84.21	\$33.68
Recurring Billing Cycle Fee	\$15.87	\$6.35
*Opt-Out fees for UDP Customers are based on the 2016 UDP discount of 60% and are subject to change based on changes to the UDP rate in the future		

6.0 RESPONSIBILITIES

- 6.1 The Department will be responsible for conducting and recording meter reads.
- 6.2 Customers who opt out of the Advanced Metering Program shall maintain Department's access to the property's meter(s) to enable manual reads of the meter by the Department as defined in SMC 21.49.110(N). Customer failure to maintain access may result in non-compliance actions, up to and including disconnection of service.
- 6.3 The Property Owner will own the meter base (where the meter connects to the building) and is responsible for maintenance of the meter base.
- 6.4 The Department will own the meter (all types) and is responsible for providing and maintaining a functioning meter.
- 6.5 The Department will be responsible for sharing the availability of the opt-out policy in residential customer communications regarding advanced meters.

7.0 PROCEDURE

- 7.1 Eligible Customers who wish to opt-out of the Advanced Metering Program shall do so by submitting a completed Opt-Out application, in accordance with this Opt-Out Policy and Procedure, to the Department.
- 7.2 Customers shall sign an acknowledgement of service(s) and benefits they are choosing to forego by not participating in the Advanced Metering Program (e.g., pre-pay service; future rate structures; access to some features on the Customer portal; enhanced safety features; automated power outage reporting).
- 7.3 Non-Property Owner Customers applying to opt out of the Advanced Metering Program must also provide signed permission from the Property Owner along with their application.
- 7.4 If a Property Owner and Non-Property Owner Customer disagree about whether to Opt Out, the Property Owner's decision is final. The Property Owner will be responsible for charges related to the Opt-Out Policy and Procedure that are left unpaid by a Non-Property Owner Customer unless the Property Owner advises City Light of a move-out within 10 days of a tenant's departure. Property Owners of multiple-unit buildings cannot opt out individual units or common area metering.
- 7.5 The Department shall acknowledge the receipt of Customer application to opt-out in accordance with this Procedure.
- 7.6 Installation of a Non-Communicating Digital Meter will be provided at no cost to Customers who submit an opt-out application to City Light at least two weeks before an Advanced Meter is scheduled to be installed during mass deployment. Customers who opt out of Advanced Metering after that deadline will pay the installation fee specified in Section 5.8.
- 7.7 Customers who have previously elected to opt-out of the Advanced Metering Program may elect to "opt-in" at any time with no cost to the Customer. If the Customer informs City Light of their decision to opt-in before the non-communicating digital meter is installed the One Time Service/Administration Fee will be refunded. Process(es) for reversing opt-out decisions will be defined and documented by the Department.
- 7.8 If a Customer is found to have committed illegal or unauthorized current diversion, they are ineligible to participate in the Opt-Out Program.
- 7.9 If a Customer who has previously opted out of the Advanced Metering Program moves from their current location to a new location that has an Advanced Meter, the Customer will be required to submit a new opt-out request and will be subject to all applicable fees at the new premise if the Customer elects to opt-out at the new premise.

Application completion

- 7.10 Incomplete applications will not be processed.

8.0 APPENDIX

8.1 Opt-out Application Form

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

CERTIFICATION

I do hereby certify that the attached Department Policy and Procedure is the true and accurate copy of the original instrument as it is on file at the Department.

John Kinney 9/14/16
Signature Date

CITY LIGHT DEPARTMENT