



# City of Seattle City Light Department

## DEPARTMENT POLICY & PROCEDURE

<b>Subject</b>	<b>Number</b> DPP 500 P III-421
<b>VOLUNTARY CONVERSIONS TO UNDERGROUND SERVICE</b>	<b>Effective</b> November 12, 2008
	<b>Supersedes</b> August 14, 1985

**Approved**

*Day Conner*

Page 1 of 3

- 1.0 **PURPOSE:** To establish an alternative policy for underground conversion projects other than the Local Improvements District and Rural Improvement District (LID/RID) procedure.
- 2.0 **ORGANIZATIONS AFFECTED:**
- 2.1 The City Light Department
  - 2.2 Real Estate Division
  - 2.3 Customer Care Division
  - 2.4 Engineering Division
  - 2.5 Finance Division
- 3.0 **REFERENCES:**
- 3.1 City of Seattle Ordinance No. 110733, Electric Rates and Provisions, and as the same may be amended or superseded.
- 4.0 **POLICY**
- 4.1 When a customer, or group of customers, requests that the overhead distribution and service conductors be placed underground, the Department shall require that:
    - 4.2 100 percent of the customers within the designated boundaries participate.
    - 4.3 The customer be billed 100 percent of the costs as estimated by Department.
    - 4.4 When the area is overhead 4-kv distribution, the estimated cost to convert to 26-kv overhead be credited to the project cost.
    - 4.5 Telephone and cable television costs will not be included in any Department estimates. City Light shall not be responsible for telephone and cable television installations.
- 5.0 **DEFINITIONS**
- 5.1 **Customer.** Any person, firm, corporation, government agency, or other entity that uses, has used, or has contracted for electric service from the Department.

- 5.2 Easement. A 24-hour right-of-access acquired by the Department to construct, operate, maintain, reconstruct, and alter overhead or underground electric facilities on private property (may include switch rooms, vaults, and metering rooms located inside buildings or facilities on private property. May also include property owned by another public agency).
- 5.3 Service conductors. Installed cable, connecting the Department's source of power to the point of service connection at the customer's property of facility.
- 5.4 Department. Seattle City Light Department.
- 5.5 Private Property. Land owned in fee-simple title by an individual, individuals, corporation, or other entity.
- 6.0 **RESPONSIBILITIES**
- 6.1 Customer Care Division shall be responsible for:
- 6.2 Coordinating all customer communication with the Department.
- 6.3 Providing for, and receiving from the customer, the fact sheets (Appendix 8.2.1) and lien agreement (Appendix 8.2.2).
- 6.4 Signing, via the Manager, Consumer Advisory Services, all lien agreements as an authorized agent of the Department.
- 6.5 Coordinating and initiating the preparation of the Billing Request.
- 6.6 Advising the customer regarding necessary permits; and work on private property.
- 6.7 Making final inspection of individual customer secondary services on private property before approving the service for energization.
- 6.8 Maintaining file of records and documents for the project.
- 6.9 Collecting all delinquent bills.
- 6.10 Annually reviewing and revising, if necessary, the present DPP.
- 6.11 Energy Delivery Engineering Division shall be responsible for:
- 6.12 Field checking the project, preparing preliminary boundaries and initial cost estimates.
- 6.13 Setting final boundaries.
- 6.14 Preparing final estimate of the costs.
- 6.15 Advising the Customer Service Division of all costs and project design.
- 6.16 Designing the project.
- 6.17 Preparing and issuing work orders.
- 6.18 Initiating all billing requests.
- 6.19 Inspecting distribution system during construction and to energization of service for those services installed by an outside contractor.
- 6.20 Finance Division shall be responsible for:
- 6.21 Quoting interest rates based on the current market rate.
- 6.22 Issuing all bills.
- 6.23 Receiving and recording all payments.
- 6.24 Notifying the Property Management Unit, Administrative Services Division, when all payments are made and liens satisfied.
- 6.25 Returning original lien document and record of satisfaction to customer when lien is paid in full.
- 6.26 Administrative Services Division, Property Management Unit, shall be responsible for:
- 6.27 Recording all lien agreements.
- 6.28 Obtaining easements when applicable.

VOULNTARY CONVERSIONS TO  
UNDERGROUND SERVICE

DPP 500 P III-421

Page 3 of 5

- 6.29 Recording all release of liens prepared by the Finance Division.
- 6.30 The customer shall be responsible for:
- 6.31 Collecting 100 percent of the signatures showing participation.
- 6.32 Providing legal descriptions.
- 6.33 Providing easements, when necessary
- 6.34 Providing signed lien agreements.
- 6.35 Providing for the underground installation of cable television and telephone wires in the public right-of-way and on private property.
- 6.36 Providing for the underground installation of power cables on private property, including trenching and service conversion on the structure.

7.1.2.1 City Light established boundaries may vary from those established by the customer because of distribution configurations and load problems. When boundary conflicts occur, negotiations may take place between the customer and Department representatives to find possible alternative solutions.

7.1.2.2 The Customer Care Division works with the customer in securing lien agreements from 100 percent of the property owners who request financing.

7.0 **PROCEDURE**

7.1 Customers requesting information about underground installation of City Light lines and removing poles within the City Light service area, shall contact the Customer Care Division.

7.1.2.3 The maximum allowable time for financing shall be ten years.

7.1.1 The Customer Care Division shall advise the customer of the City Light policy and provide a preliminary estimate. The customer expressing further interest will be provided a preliminary boundary map and fact sheet (Appendix 8.2.1) that request certain information, as well as signatures indicating interest.

7.1.2.4 Following return of 100 percent of the lien agreements to the Customer Care Division, engineering design and construction will proceed.

7.1.2 The customer completes and returns the fact sheet, showing participation. Also, the customer will be provided a final boundary map and cost estimate (reflecting 100 percent customer participation).

8.0 **APPENDIX**

8.1 Distribution: All Department Policy and Procedure Manuals.

8.2 Samples Forms:

8.2.1 Fact Sheet A: Private Property Participation  
Fact Sheet B: Financial Participation

8.2.2 Lien Agreement

**8.3 Billing Request (example)**

VOULUNTARY CONVERSIONS TO  
UNDERGROUND SERVICE  
DPP 500 P III-421

