

TACOMA POWER STAFF PROCEDURE A-7

SUBJECT: Rate Schedule Application

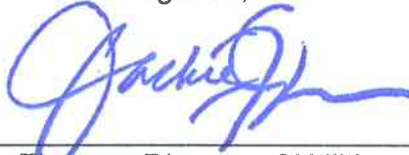
ORIGINATION DATE: January 2, 2002

REVISION DATE: August 5, 2020


OFFICE OF PRIMARY
RESPONSIBILITY: Rates, Planning & Analysis

COORDINATION
REQUIREMENTS: Customer Services, T&D
Electrical Services

APPROVED: August 5, 2020



Jackie Flowers, Director of Utilities
Tacoma Public Utilities



Chris Robinson, Power Superintendent/COO
Tacoma Power

TACOMA POWER STAFF PROCEDURE A-7

Subject: *Rate Schedule Application*

Purpose: To provide an application manual for *Tacoma Power's* electric *Rate Schedules* identified in the current *City of Tacoma Rate Ordinance*.

Note: *Italicized words and phrase are defined in Section IV. Appendix.*

I. *Residential Service*

A. *Combined Domestic Use and Commercial Use*

1. If a portion of a *Dwelling Unit* with a single *Service* is used for commercial purposes, the *Residential Service Rate Classification* and *Rate Schedule* will apply to the entire *Load* as long as 50 percent or more of the energy consumed, as determined by *Tacoma Power*, is for *Domestic Use*. If the *Commercial Use* consumes more than 50 percent of the energy at the *Dwelling Unit*, the *Small General Service* or *General Service Rate Classification* and *Rate Schedule* will apply to the entire *Load*, as provided for in Section II of this Staff Procedure.
2. A single *Service* may supply power to all *Structures* on a *Premises*, or a separate *Service* may supply power to each *Structure*. For each *Service*, the *Residential Service Rate Classification* and *Rate Schedule* will apply to the entire *Load* if 50 percent or more of the energy consumed through that *Service*, as determined by *Tacoma Power*, is for *Domestic Use*. If 50 percent or more of the energy consumed, as determined by *Tacoma Power*, is for *Commercial Use*, the *Small General Service* or *General Service Rate Classification* and *Rate Schedule* will apply to the entire *Load*, as provided for in Section II of this Staff Procedure.

B. *Multiple-Dwelling-Unit Buildings*

1. A preexisting *Master-Metered Multiple-Dwelling-Unit Building* used as a *Boarding House* with five or fewer *Sleeping Rooms* shall be billed as a single *Dwelling Unit*. If there are six or more *Sleeping Rooms*, each group of five or fewer *Sleeping Rooms* constitutes the equivalent of one *Dwelling Unit* and shall be billed accordingly: 6 to 10 *Sleeping Rooms* constitutes two *Dwelling Units*, 11 to 15 *Sleeping Rooms* constitutes three *Dwelling Units*, etc. The energy measured by the master meter shall be divided by the number of *Dwelling Units* and all components of the *Residential Service Rate Schedule* applied to each *Dwelling Unit*. The result will be summed for billing purposes.
2. A preexisting *Master-Metered Multiple-Dwelling-Unit Building* used as a *Boarding House* which changes ownership or ceases for some

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period of time to be used as a *Boarding House*, shall no longer be considered to be a preexisting *Master-Metered Multiple-Dwelling-Unit Building* used as a *Boarding House* falling under the provision of I.B.1. above. It shall be transferred to the *Rate Classification* and *Rate Schedule* determined by the other provisions of this Procedure or the *Rate Ordinance*.

3. The energy, and *Demand* (if applicable), used for *House Loads* in a non- *Master-Metered Multiple-Dwelling-Unit Building* will be individually metered, and billed on the *Small General Service* or *General Service Rate Schedule*, as provided for in Section II of this Staff Procedure.

C. Units with Multiple Services

1. Any single power *Service* for a common grinder pump, water pump motor, or similar *Loads* for use by multiple *Residences* shall be metered and assigned the *Small General Service* or *General Service Rate Classification* and *Rate Schedule* as provided for in Section II of this Staff Procedure. The common electrical *Service* must be placed in the same name as the electrical *Service* of one of the *Residences*, or in the name of a homeowner's association or similar entity with proper documentation linking the common *Service* to the same name as the individual *Service* of one of the users, homeowner's association, or similar entity.
2. Any single power *Service* to a single *Structure* for a common grinder, water pump motor, or similar *Service Load* for use in a *Duplex* or *Multiple-Dwelling-Unit Building* shall be metered and the *Small General Service* or *General Service Rate Classification* and *Rate Schedule* will apply, as provided for in Section II of this Staff Procedure.
3. Any *Customer* who requires additional power for a *Dwelling Unit* under the *Residential Rate Schedule* solely for a grinder pump, water pump motor, or similar *Loads* to make the *Dwelling Unit Legally Habitable* shall by default make provision for power to serve the *Loads* through the existing *Service*. If a separate electrical *Service* for this type of *Load* is requested by the *Customer*, it may be granted at the discretion of *Tacoma Power*, but it shall be metered and the *Small General Service* or *General Service Rate Classification* and *Rate Schedule* will apply, as provided for in Section II of this Staff Procedure. This new *Service* shall be placed in the same name as the electrical *Service* for the *Dwelling Unit*.
4. If a preexisting separate *Service* to a *Dwelling Unit* is in place solely to supply power to *Loads* required to make the *Dwelling Unit Legally*

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Habitable the *Residential Service Rate Classification* and *Rate Schedule* will apply. Separate *Services* to a *Dwelling Unit* in place not solely to supply power to *Loads* required to make the *Dwelling Unit Legally Habitable* must be metered. The *Small General Service* or *General Service Rate Classification* and *Rate Schedule* will apply, as provided for in Section II of this Staff Procedure except when power is supplied via a single phase 120/240 volt Electric Service. In these cases, the Residential Rate Schedule will apply.

II. *Small General Service* and *General Service*

A. *Rate Schedule* Assignment Verification

1. *Tacoma Power* may monitor or conduct periodic reviews of *Small General Service* and *General Service* accounts to verify that the *Customer's* currently assigned *Rate Classification* and *Rate Schedule* is still applicable.
2. When an existing *Service* address has a change of ownership and/or tenant, the Electrical Inspection office may make a field check to verify that the *Rate Classification* and *Rate Schedule* assigned is still applicable.
3. *Tacoma Power* may review the *Power Factor* and transformer size, if applicable, when a *Customer* applies for a *Rate Schedule* change. At the discretion of *Tacoma Power*, provision to correct low *Power Factor* or adjust transformer size may be required before the *Customer* is transferred to a different *Rate Schedule*.

B. *Unmetered Loads*

1. All unmetered *Loads* that are determined at the discretion of *Tacoma Power* to be too small or impractical to economically meter, except for unmetered *Loads* billed under the *Street Lighting & Traffic Signal Service* or *Private Off-Street Lighting Service Rate Schedules*, will be billed using actual and/or modified rate components in the *Small General Service Rate Schedule*.
2. If no agreement or contract exists between *Tacoma Power* and the *Customer*, the bill will be calculated using the rate components in the *Small General Service Rate Schedule*.
3. If an approved agreement or contract does exist between *Tacoma Power* and the *Customer*, the bill will be calculated using the actual and/or modified rate components in the *Small General Service Rate Schedule* as per the agreement or contract.

C. *Rate Schedule* Transfers

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1. Transfers from *General Service* to *Small General Service*
 - a. Transfers may occur under the following conditions:
 - i. The connected *Load* does not exceed 65 kilowatts, or
 - ii. The actual monthly *Demand* has not exceeded 50 *kVA* within the last 24 months.
 - b. A *Rate Schedule* transfer may be made immediately if the *Customer* can demonstrate to the Electrical Inspection office that there is a permanent reduction in *Load*.
 - c. If Tacoma Power determines that the *Service* requires transformer downsizing in accordance with the latest adopted edition of the Customer Service Policies of *Tacoma Power*, such downsizing must occur before the change to the *Small General Service Rate Schedule* is approved.
2. Transfers from *Small General Service* to *General Service* will be allowed or may occur under the following conditions:
 - a. The connected *Load* is greater than 65 kilowatts, or
 - b. The actual monthly *Demand* has exceeded 50 *kVA* at least three times within the last 24 months.
3. Transfer Retroactivity
 - a. *Rate Schedule* changes will not be retroactive unless an error has occurred on the part of *Tacoma Power*.
 - b. There will be no billing adjustments as a result of a transfer to a different *Rate Schedule* unless an error has occurred on the part of *Tacoma Power* in the initial *Rate Schedule* assignment.

D. Metering and *Service* Combination/Conversion

If *Customers* having multiple meters and *Services*, whether on the same or different *Rate Schedules*, convert to a single meter at one point of attachment of *Tacoma Power's* electric conductor to the *Customer's* line or conductor, the applicable *Rate Classification* and *Rate Schedule* for a newly-combined *Service* will be determined by this Procedure or the *Rate Ordinance*.

III. *Street Lighting and Traffic Signal Service*

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- A. The *Customer* will provide documentation to *Tacoma Power* verifying all equipment wattage and expected hours of operation.
- B. The *Customer* will provide documentation to *Tacoma Power* verifying any equipment additions and deletions.

IV. Appendix

A. Definitions: The following terms or abbreviations, as used in this Procedure, have the following meanings. These definitions are applicable to this document only.

1. “*Building*” means a *Structure* that stands alone or that is cut off from adjoining *Structures* by fire walls with all openings therein protected by approved fire doors.
2. “*Billing Class*” means the combination of the designation of the type of utility service (e.g. EL for Electric Service) and the designation for the type of utility usage (e.g. C for Commercial Use).
3. “*Boarding House*” means a *Building* where a *Sleeping Room* can be had for pay.
4. “*Commercial Use*” means an enterprise of either a for-profit or non-profit nature, the purpose of which includes, but is not limited to, manufacturing, selling, or conveying a product, service, or idea, either tangible or intangible.
5. “*Contract Industrial Service*” means the *Contract Industrial Service Rate Schedule* (CP) for *Electric Service to Customers* for qualified major industrial power use upon the execution of a written contract with *Tacoma Power*.
6. “*Customer*” means the *Person* obtaining *Electric Service* from *Tacoma Power*.
7. “*Demand*” means the maximum average *kW Load* used by the *Customer* for any period of 30 consecutive minutes during a billing period.
8. “*Domestic Use*” means power consumed for living, sleeping, eating, cooking, refrigeration, and sanitation per the requirements of the *National Electrical Code*. A single *Premise* may have power for both *Domestic Use* and non-*Domestic Use*. *Domestic Use* may include power provided to garages, sheds, or other *Structures* on a *Premise* receiving power via a single phase 120/240 volt Electric Service. Domestic Use does not include power provided to garages, sheds, or other *Structures* on a *Premise* receiving power via a service other

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than a single phase 120/240 volt Electric Service unless such *Structures* are also *Dwelling Units*.

9. “*Duplex*” means a detached *Building* consisting solely of two (2) *Dwelling Units*. The *Dwelling Units* are separated by a common tenant wall or a floor. Each *Dwelling Unit* has its electrical energy supplied through a single meter. The *Building* may be fed from a single *Service*.
10. “*Dwelling Unit*” means a self-contained area for regular *Domestic Use* that provides complete, permanent, and independent living, sleeping, eating, cooking, refrigeration, and sanitation facilities for the tenancy of one (1) or more *Persons*. “*Dwelling Unit*” excludes areas where tenancy is typically of a transient nature, such as *Boarding Houses*, group homes, lodges, transitional housing, sororities, fraternities, student dormitories, and *Master-Metered Multiple-Dwelling-Unit Buildings*. “*Dwelling Unit*” also excludes living arrangements, such as *Residences* for religious orders, the elderly, or the disabled, in which residents do not live independently.
11. “*Electric Service*” means the availability of electric energy for use by the *Customer* at the point of attachment of *Tacoma Power’s* electric conductor to the *Customer’s* line or conductor, whether or not the energy is actually used and without regard to the location of *Tacoma Power’s* metering equipment.
12. “*General Service*” means the *General Service Rate Schedule* (G) for *Electric Service* to any *Structure*, place or equipment for purposes not included under other *Rate Schedules*. It also includes public *Buildings*, *Boarding Houses*, sororities, fraternities, student dormitories, churches, and the common-use facilities (*House Loads*) associated with these *Structures*. The *Customer’s* actual *Demand* as determined by *Tacoma Power* must exceed 50 kVA or total connected *Load* as estimated by *Tacoma Power* must exceed 65 kW upon initial *Service* energization. A *Demand* meter is installed.
13. “*High Voltage General Service*” means the *High Voltage General Service Rate Schedule* (HVG) for *Electric Service* at 12,470 volts or higher for qualifying large industrial or military *Customers* using the *Service* primarily for manufacturing, processing, refining, or military purposes. A *Demand* meter is installed. The service is not available to *Customers* inside the underground secondary network area.
14. “*House Load*” means the energy, and *Demand* if applicable, used for common-use facilities within a *Multiple-Dwelling-Unit Building* or multiple-tenant *Commercial Use Building* (e.g. a shopping center),

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such as lighting, laundry facilities, swimming pools, storage areas, or recreational facilities.

15. “kV” means kilovolt.
16. “kVA” means kilovolt-Ampere.
17. “kW” means kilowatt.
18. “*Legally Habitable*” means fit for human beings to live under compliance with *Building* and safety code standards that materially affect an owner’s or renter’s health and safety.
19. “*Load*” means the power requirement, usually measured in *kW*, of a system or piece of equipment at a given instant, or the average rate of energy used during any designated period of time.
20. “*Master-Metered Multiple-Dwelling-Unit Building*” means an existing *Multiple-Dwelling-Unit Building* which has its electrical energy supplied through a single inclusive metering system and a single *Service*.
21. “*Master Metering*” means metering where a multiple-unit structure has its electrical energy supplied through a single meter.
22. “*Multiple Dwelling Units*” means three (3) or more *Dwelling Units*.
23. “*Multiple-Dwelling-Unit Building*” means any detached *Building*, or any portion of a detached *Building*, which contains three (3) or more *Dwelling Units* used, rented, leased, let, or hired out to be occupied, or which are occupied. Each *Dwelling Unit* has its electrical energy supplied through a single meter. The *Building* may be fed through a single *Service*.
24. “*National Electrical Code (NEC)*” means the current edition of the document produced by the National Fire Protection Association, as approved by the American Standards Association, on minimizing the risk of electric shock, fires, and explosions, in order to safeguard *Persons* and property from hazards arising from the use of electricity.
25. “*Person*” means a human being, association, partnership, firm, corporation, labor organization, government agency, trust, or other entity that uses, has used, contracts, or has contracted for *Electric Service* from *Tacoma Power*, whether acting by themselves or by a servant, agent or employee; the singular number shall be held and construed to include the plural and the masculine pronoun to include the feminine.

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26. “*Power Factor*” means the ratio of *kW* to *kVA*.
27. “*Premises*” means all of the real property at a single geographic location utilized by a *Customer*.
28. “*Private Off-Street Lighting Service*” means the *Private Off-Street Lighting Service Rate Schedule* (H-2) for *Electric Service* for outdoor lighting service along private streets and roadways, over parking lots and for general area lighting of private property, but excluding public streets within the City of Tacoma. *Tacoma Power* will install, own and maintain the equipment. Energy will be provided on an unmetered basis.
29. “*Rate Classification*” means a combination of the Billing Class (e.g. EL_C) and the *Rate Category* (e.g. HVGPC).
30. “*Rate Category*” means the combination of the *Rate Schedule* designation (e.g. HVG for High Voltage General) and the jurisdiction designation (e.g. PC for Pierce County).
31. “*Rate Ordinance*” means the latest adopted version of that portion of the *Tacoma Municipal Code* that is applicable to all *Customers* receiving *Electric Service* from *Tacoma Power* and being billed and paying for such service in accordance with the applicable published *Rate Schedules* set forth therein.
32. “*Rate Schedule*” means the latest adopted version of that portion of the *Tacoma Municipal Code* that is the formal statement of charges and conditions for a particular class or type of *Electric Service* in a given area or location.
33. “*Residence*” means a detached single *Dwelling Unit*. It has its electrical energy supplied through a single meter and is fed through a single *Service*.
34. “*Residential Service*” means the *Residential Service Rate Schedule* (A-1 or A-2) for *Electric Service* to a *Dwelling Unit* that is separately metered and is primarily for *Domestic Use*. It further includes any second *Service* determined to be *Domestic Use*.
35. “*Service*” means the conductors and equipment for delivering electric energy from *Tacoma Power* to the wiring system of the *Premises* served..
36. “*Sleeping Room*” means a living space that is for regular *Domestic Use* but does not provide complete, permanent, and independent living, sleeping, eating, cooking, refrigeration, and sanitation facilities for the tenancy of one (1) or more *Persons*.

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37. “*Small General Service*” means the *Small General Service Rate Schedule (B)* for *Electric Service* means any *Structure*, place or equipment for purposes not included under other *Rate Schedules*. It also includes public *Buildings*, *Boarding Houses*, sororities, fraternities, student dormitories, churches, and common-use facilities (*House Loads*) associated with these *Structures*. The *Customer’s* actual *Demand* as determined by *Tacoma Power* must not exceed 50 kVA or total connected *Load* as estimated by *Tacoma Power* must not exceed 65 kW upon initial *Service* energization. A *Demand* meter may be installed for *Demand* monitoring purposes at the discretion of *Tacoma Power*.
 38. “*Street Lighting and Traffic Signal Service*” means the *Street Lighting and Traffic Signal Service Rate Schedule (H-1)* for *Electric Service* to *Customers* for public street lighting, traffic controllers, signal lights, warning lights, pedestrian lights, and similar uses. The street light and traffic control system and equipment is owned and maintained by the *Customer*. The *Electric Service* may be metered or unmetered.
 39. “*Structure*” means a construction which is used or intended to support or shelter any use or occupancy.
 40. “*Tacoma Municipal Code*” means the latest adopted set of codified Ordinances setting forth the laws of the City of Tacoma.
 41. “*Tacoma Power*” means the Light Division of the Department of Public Utilities of the City of Tacoma.
- B. Documents referred to in this Procedure: The following documents are referenced in this Procedure.
1. Customer Services Policies of *Tacoma Power*.
 2. *National Electrical Code (NEC)*.
 3. *Tacoma Municipal Code*.



DATE: August 5, 2020

TO: Jackie Flowers, Director of Utilities/CEO

From: Chris Robinson, Power Superintendent/COO

Subject: Approval of Revisions to Tacoma Power Staff Procedure A7 – Rate Schedule Application

SUMMARY: The purpose of this memorandum is to bring to your attention the proposed revisions to Tacoma Power Staff Procedure A7 – Rate Schedule Application, and to request your review and signature upon approving. These revisions are essential for implementation of the Advanced Metering Infrastructure Project, specify that the Residential Rate Schedule will apply for power that is supplied via single phase 120/240 volt electric service, and provide minor language updates and clarifications.

BACKGROUND: Tacoma Public Utilities (TPU) plans to deploy Advanced Metering Infrastructure (AMI) across its entire water and electric service territories, replacing or upgrading all non-communicating power and water meters with advanced two-way communicating technology.

As a transformative initiative, the Advanced Metering Project has and continues to require a significant effort across TPU to implement the new processes, applications, technologies, and integrations needed to fully enable the functions and features of the solution. As part of this initiative, TPU has reviewed existing utility policies, procedures, and practices for essential changes required to implement advanced metering or to make other essential updates as needed.

Proposed revisions to Tacoma Power Staff Procedure A7 – Rate Schedule Application (attached, with explanatory comments) include updating and adding language to specify that the Residential Rate Schedule will apply for power that is supplied via single phase 120/240 volt electric service. These revisions allow for separately metered residential, domestic use, garages to be eligible for the Residential Rate and with that change, also eligible for the proposed advanced meter opt-out option for electric meters. Additional language clarifications and



updates have been included as well as updating the policy to reflect Utilities Director approval, per guidance from TPU Legal.

ATTACHMENTS: Proposed Tacoma Power Staff Procedure A7 Revisions and Explanatory Comments

CONTACTS: Andre' Pedferri, Utility Technology Services, Advanced Meter Program Manager, (253) 502-8997; Matt Hubbard, Utility Technology Services, Power Engineer, (253) 345-1662

cc: Rates, Planning, and Analysis
Customer Services
T&D Electrical Services



Advanced Meter Program Policies Package 1 Proposed Changes

Tacoma Power Staff Procedure A-7 Explanatory Comments for Proposed Changes August 5, 2020

1. **Subject:** The word Guide has been removed from the subject line per guidance from TPU Legal. For it to be most defensible as Power's interpretation of the code, in the event of a challenge to an action taken by staff, TPU would need to show that the procedure is relied upon as Power's definitive statements on the matters covered and consistently applied by staff. Calling it "guidance" suggests that it might be optional or that staff may be able to deviate from its "guidance," instead of a strict procedure. The term "guide" leaves the suggestion that the procedure could be applied differently or inconsistently. Removing this word helps eliminate any ambiguity of this as an optional procedure and state that it is strictly applied.
2. **Revision Date:** The revision date has been updated to reflect the approval date of the proposed changes.
3. **Approved:** The approval date has been updated to reflect the approval date of the proposed changes
4. **Signature Line:** The Signature Line has been updated to add the Director of Utilities, Jackie Flowers, as the approver, consistent with the Tacoma Municipal Code.
5. **Subject:** Per TPU Legal's guidance above (#1), the word Guide was removed from the subject line and other associated references.
6. **Purpose:** Per TPU Legal's guidance above (#1), the word Guide was updated to manual.
7. **I. B. 1:** Corrected "master meter" to lower case.
8. **Footer:** The URL to the document's file location has been removed. This document is now stored on UNET, TPU's internal intranet site.
9. **I. C. 4:** Language was added to distinguish that the Residential Rate Schedule will apply for power that is supplied via a single phase 120/240 volt Electric Service. This was added to tie with (#10) below, that allows for separately metered residential, domestic use, garages to be eligible for the Residential Rate. This has a crucial tie to the proposed Advanced Metering Opt-Out Policy, which proposes to allow such a garage to also opt-out of advanced metering, so long as the primary residence associated with the garage is also opting-out.
10. **IV. A. 8:** Domestic Use has been changed from "does not" to "may" include power provided to garages, sheds, or other *Structures* on a *Premise* receiving power via a single phase 120/240 volt Electric Service. And, this update distinguishes that Domestic



Advanced Meter Program Policies Package 1 Proposed Changes

Use does not include power provided to garages, sheds, or other Structures on a Premise receiving power via a service other than a single phase 120/240 volt Electric Service unless such *Structures* are also *Dwelling Units*. For the reasons discussed in (#9) above, this change has a crucial tie to the proposed Advanced Meter Opt-Out Policy.

11. **IV. A. 10:** “Such” corrected to “such as”.
12. **IV. A. 20:** Section removed and following section numbers were changed to reflect this removal.
13. **IV. A. 34:** Updating procedural language to reflect that a second service determined to be *Domestic Use* on a Residential Service does not have to be billed on the same residential account. This update is required for consistency of application and billing, with the proposed changes described in (#9) and (#10) above that allows for separately metered residential, domestic use, garages to be eligible for the Residential Rate.

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SUBJECT: Rate Schedule Application ~~Guide~~

ORIGINATION DATE: January 2, 2002

REVISION DATE: August 5, 2020 ~~March 31, 2015~~

OFFICE OF PRIMARY
RESPONSIBILITY: Rates, Planning & Analysis

COORDINATION
REQUIREMENTS: Customer Services, T&D
Electrical Services

APPROVED: ~~March 31, 2015~~ August 5, 2020

Jackie Flowers, Director of Utilities
Tacoma Public Utilities

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Chris Robinson~~Theodore Coates~~, Power Superintendent/COO
Tacoma Power

TACOMA POWER STAFF PROCEDURE A-7

Subject: *Rate Schedule Application* ~~Guide~~

Purpose: To provide an application ~~guide-manual~~ for *Tacoma Power's* electric *Rate Schedules* identified in the current *City of Tacoma Rate Ordinance*.

Note: *Italicized words and phrase are defined in Section IV. Appendix.*

I. *Residential Service*

A. *Combined Domestic Use and Commercial Use*

1. If a portion of a *Dwelling Unit* with a single *Service* is used for commercial purposes, the *Residential Service Rate Classification* and *Rate Schedule* will apply to the entire *Load* as long as 50 percent or more of the energy consumed, as determined by *Tacoma Power*, is for *Domestic Use*. If the *Commercial Use* consumes more than 50 percent of the energy at the *Dwelling Unit*, the *Small General Service* or *General Service Rate Classification* and *Rate Schedule* will apply to the entire *Load*, as provided for in Section II of this Staff Procedure.
2. A single *Service* may supply power to all *Structures* on a *Premises*, or a separate *Service* may supply power to each *Structure*. For each *Service*, the *Residential Service Rate Classification* and *Rate Schedule* will apply to the entire *Load* if 50 percent or more of the energy consumed through that *Service*, as determined by *Tacoma Power*, is for *Domestic Use*. If 50 percent or more of the energy consumed, as determined by *Tacoma Power*, is for *Commercial Use*, the *Small General Service* or *General Service Rate Classification* and *Rate Schedule* will apply to the entire *Load*, as provided for in Section II of this Staff Procedure.

B. *Multiple-Dwelling-Unit Buildings*

1. A preexisting *Master-Metered Multiple-Dwelling-Unit Building* used as a *Boarding House* with five or fewer *Sleeping Rooms* shall be billed as a single *Dwelling Unit*. If there are six or more *Sleeping Rooms*, each group of five or fewer *Sleeping Rooms* constitutes the equivalent of one *Dwelling Unit* and shall be billed accordingly: 6 to 10 *Sleeping Rooms* constitutes two *Dwelling Units*, 11 to 15 *Sleeping Rooms* constitutes three *Dwelling Units*, etc. The energy measured by the ~~m~~Master ~~m~~Meter shall be divided by the number of *Dwelling Units* and all components of the *Residential Service Rate Schedule* applied to each *Dwelling Unit*. The result will be summed for billing purposes.

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2. A preexisting *Master-Metered Multiple-Dwelling-Unit Building* used as a *Boarding House* which changes ownership or ceases for some period of time to be used as a *Boarding House*, shall no longer be considered to be a preexisting *Master-Metered Multiple-Dwelling-Unit Building* used as a *Boarding House* falling under the provision of I.B.1. above. It shall be transferred to the *Rate Classification* and *Rate Schedule* determined by the other provisions of this Procedure or the *Rate Ordinance*.
3. The energy, and *Demand* (if applicable), used for *House Loads* in a non- *Master-Metered Multiple-Dwelling-Unit Building* will be individually metered, and billed on the *Small General Service* or *General Service Rate Schedule*, as provided for in Section II of this Staff Procedure.

C. Units with Multiple Services

1. Any single power *Service* for a common grinder pump, water pump motor, or similar *Loads* for use by multiple *Residences* shall be metered and assigned the *Small General Service* or *General Service Rate Classification* and *Rate Schedule* as provided for in Section II of this Staff Procedure. The common electrical *Service* must be placed in the same name as the electrical *Service* of one of the *Residences*, or in the name of a homeowner's association or similar entity with proper documentation linking the common *Service* to the same name as the individual *Service* of one of the users, homeowner's association, or similar entity.
2. Any single power *Service* to a single *Structure* for a common grinder, water pump motor, or similar *Service Load* for use in a *Duplex* or *Multiple-Dwelling-Unit Building* shall be metered and the *Small General Service* or *General Service Rate Classification* and *Rate Schedule* will apply, as provided for in Section II of this Staff Procedure.
3. Any *Customer* who requires additional power for a *Dwelling Unit* under the *Residential Rate Schedule* solely for a grinder pump, water pump motor, or similar *Loads* to make the *Dwelling Unit Legally Habitable* shall by default make provision for power to serve the *Loads* through the existing *Service*. If a separate electrical *Service* for this type of *Load* is requested by the *Customer*, it may be granted at the discretion of *Tacoma Power*, but it shall be metered and the *Small General Service* or *General Service Rate Classification* and *Rate Schedule* will apply, as provided for in Section II of this Staff Procedure. This new *Service* shall be placed in the same name as the electrical *Service* for the *Dwelling Unit*.

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4. If a preexisting separate *Service* to a *Dwelling Unit* is in place solely to supply power to *Loads* required to make the *Dwelling Unit Legally Habitable* the *Residential Service Rate Classification* and *Rate Schedule* will apply. Separate *Services* to a *Dwelling Unit* in place not solely to supply power to *Loads* required to make the *Dwelling Unit Legally Habitable* must be metered. ~~and the~~ *Small General Service* or *General Service Rate Classification* and *Rate Schedule* will apply, as provided for in Section II of this Staff Procedure except when power is supplied via a single phase 120/240 volt Electric Service. In these cases, the Residential Rate Schedule will apply.

II. *Small General Service* and *General Service*

A. *Rate Schedule* Assignment Verification

1. *Tacoma Power* may monitor or conduct periodic reviews of *Small General Service* and *General Service* accounts to verify that the *Customer's* currently assigned *Rate Classification* and *Rate Schedule* is still applicable.
2. When an existing *Service* address has a change of ownership and/or tenant, the Electrical Inspection office may make a field check to verify that the *Rate Classification* and *Rate Schedule* assigned is still applicable.
3. *Tacoma Power* may review the *Power Factor* and transformer size, if applicable, when a *Customer* applies for a *Rate Schedule* change. At the discretion of *Tacoma Power*, provision to correct low *Power Factor* or adjust transformer size may be required before the *Customer* is transferred to a different *Rate Schedule*.

B. *Unmetered Loads*

1. All unmetered *Loads* that are determined at the discretion of *Tacoma Power* to be too small or impractical to economically meter, except for unmetered *Loads* billed under the *Street Lighting & Traffic Signal Service* or *Private Off-Street Lighting Service Rate Schedules*, will be billed using actual and/or modified rate components in the *Small General Service Rate Schedule*.
2. If no agreement or contract exists between *Tacoma Power* and the *Customer*, the bill will be calculated using the rate components in the *Small General Service Rate Schedule*.
3. If an approved agreement or contract does exist between *Tacoma Power* and the *Customer*, the bill will be calculated using the actual and/or modified rate components in the *Small General Service Rate Schedule* as per the agreement or contract.

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C. Rate Schedule Transfers

1. Transfers from *General Service* to *Small General Service*
 - a. Transfers may occur under the following conditions:
 - i. The connected *Load* does not exceed 65 kilowatts, or
 - ii. The actual monthly *Demand* has not exceeded 50 kVA within the last 24 months.
 - b. A *Rate Schedule* transfer may be made immediately if the *Customer* can demonstrate to the Electrical Inspection office that there is a permanent reduction in *Load*.
 - c. If Tacoma Power determines that the *Service* requires transformer downsizing in accordance with the latest adopted edition of the Customer Service Policies of *Tacoma Power*, such downsizing must occur before the change to the *Small General Service Rate Schedule* is approved.
2. Transfers from *Small General Service* to *General Service* will be allowed or may occur under the following conditions:
 - a. The connected *Load* is greater than 65 kilowatts, or
 - b. The actual monthly *Demand* has exceeded 50 kVA at least three times within the last 24 months.
3. Transfer Retroactivity
 - a. *Rate Schedule* changes will not be retroactive unless an error has occurred on the part of *Tacoma Power*.
 - b. There will be no billing adjustments as a result of a transfer to a different *Rate Schedule* unless an error has occurred on the part of *Tacoma Power* in the initial *Rate Schedule* assignment.

D. Metering and Service Combination/Conversion

If *Customers* having multiple meters and *Services*, whether on the same or different *Rate Schedules*, convert to a single meter at one point of attachment of *Tacoma Power's* electric conductor to the *Customer's* line or conductor, the applicable *Rate Classification* and *Rate Schedule* for a newly-combined *Service* will be determined by this Procedure or the *Rate Ordinance*.

III. Street Lighting and Traffic Signal Service

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- A. The *Customer* will provide documentation to *Tacoma Power* verifying all equipment wattage and expected hours of operation.
- B. The *Customer* will provide documentation to *Tacoma Power* verifying any equipment additions and deletions.

IV. Appendix

A. Definitions: The following terms or abbreviations, as used in this Procedure, have the following meanings. These definitions are applicable to this document only.

1. “*Building*” means a *Structure* that stands alone or that is cut off from adjoining *Structures* by fire walls with all openings therein protected by approved fire doors.
2. “*Billing Class*” means the combination of the designation of the type of utility service (e.g. EL for Electric Service) and the designation for the type of utility usage (e.g. C for Commercial Use).
3. “*Boarding House*” means a *Building* where a *Sleeping Room* can be had for pay.
4. “*Commercial Use*” means an enterprise of either a for-profit or non-profit nature, the purpose of which includes, but is not limited to, manufacturing, selling, or conveying a product, service, or idea, either tangible or intangible.
5. “*Contract Industrial Service*” means the *Contract Industrial Service Rate Schedule* (CP) for *Electric Service to Customers* for qualified major industrial power use upon the execution of a written contract with *Tacoma Power*.
6. “*Customer*” means the *Person* obtaining *Electric Service* from *Tacoma Power*.
7. “*Demand*” means the maximum average *kW Load* used by the *Customer* for any period of 30 consecutive minutes during a billing period.
8. “*Domestic Use*” means power consumed for living, sleeping, eating, cooking, refrigeration, and sanitation per the requirements of the *National Electrical Code*. A single *Premise* may have power for both *Domestic Use* and non-*Domestic Use*. *Domestic Use* may does not include power provided to garages, sheds, or other *Structures* on a *Premise* receiving power via a single phase 120/240 volt Electric Service. Domestic Use does not include power provided to garages, sheds, or other Structures on a Premise receiving power via a service

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other than a single phase 120/240 volt Electric Service unless such *Structures* are also *Dwelling Units*.

9. “*Duplex*” means a detached *Building* consisting solely of two (2) *Dwelling Units*. The *Dwelling Units* are separated by a common tenant wall or a floor. Each *Dwelling Unit* has its electrical energy supplied through a single meter. The *Building* may be fed from a single *Service*.
10. “*Dwelling Unit*” means a self-contained area for regular *Domestic Use* that provides complete, permanent, and independent living, sleeping, eating, cooking, refrigeration, and sanitation facilities for the tenancy of one (1) or more *Persons*. “*Dwelling Unit*” excludes areas where tenancy is typically of a transient nature, such as *Boarding Houses*, group homes, lodges, transitional housing, sororities, fraternities, student dormitories, and *Master-Metered Multiple-Dwelling-Unit Buildings*. “*Dwelling Unit*” also excludes living arrangements, such as *Residences* for religious orders, the elderly, or the disabled, in which residents do not live independently.
11. “*Electric Service*” means the availability of electric energy for use by the *Customer* at the point of attachment of *Tacoma Power’s* electric conductor to the *Customer’s* line or conductor, whether or not the energy is actually used and without regard to the location of *Tacoma Power’s* metering equipment.
12. “*General Service*” means the *General Service Rate Schedule* (G) for *Electric Service* to any *Structure*, place or equipment for purposes not included under other *Rate Schedules*. It also includes public *Buildings*, *Boarding Houses*, sororities, fraternities, student dormitories, churches, and the common-use facilities (*House Loads*) associated with these *Structures*. The *Customer’s* actual *Demand* as determined by *Tacoma Power* must exceed 50 kVA or total connected *Load* as estimated by *Tacoma Power* must exceed 65 kW upon initial *Service* energization. A *Demand* meter is installed.
13. “*High Voltage General Service*” means the *High Voltage General Service Rate Schedule* (HVG) for *Electric Service* at 12,470 volts or higher for qualifying large industrial or military *Customers* using the *Service* primarily for manufacturing, processing, refining, or military purposes. A *Demand* meter is installed. The service is not available to *Customers* inside the underground secondary network area.
14. “*House Load*” means the energy, and *Demand* if applicable, used for common-use facilities within a *Multiple-Dwelling-Unit Building* or multiple-tenant *Commercial Use Building* (e.g. a shopping center),

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such as lighting, laundry facilities, swimming pools, storage areas, or recreational facilities.

15. “kV” means kilovolt.
16. “kVA” means kilovolt-Ampere.
17. “kW” means kilowatt.
18. “*Legally Habitable*” means fit for human beings to live under compliance with *Building* and safety code standards that materially affect an owner’s or renter’s health and safety.
19. “*Load*” means the power requirement, usually measured in *kW*, of a system or piece of equipment at a given instant, or the average rate of energy used during any designated period of time.

~~20. “*Master Meter*” means service which supplies electrical energy to more than one (1) existing *Dwelling Unit* or boat moorage and is measured through a single inclusive metering system.~~

~~21.~~20. “*Master-Metered Multiple-Dwelling-Unit Building*” means an existing *Multiple-Dwelling-Unit Building* which has its electrical energy supplied through a single inclusive metering system and a single *Service*.

~~22.~~21. “*Master Metering*” means metering where a multiple-unit structure has its electrical energy supplied through a single meter.

~~23.~~22. “*Multiple Dwelling Units*” means three (3) or more *Dwelling Units*.

~~24.~~23. “*Multiple-Dwelling-Unit Building*” means any detached *Building*, or any portion of a detached *Building*, which contains three (3) or more *Dwelling Units* used, rented, leased, let, or hired out to be occupied, or which are occupied. Each *Dwelling Unit* has its electrical energy supplied through a single meter. The *Building* may be fed through a single *Service*.

~~25.~~24. “*National Electrical Code (NEC)*” means the current edition of the document produced by the National Fire Protection Association, as approved by the American Standards Association, on minimizing the risk of electric shock, fires, and explosions, in order to safeguard *Persons* and property from hazards arising from the use of electricity.

~~26.~~25. “*Person*” means a human being, association, partnership, firm, corporation, labor organization, government agency, trust, or

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other entity that uses, has used, contracts, or has contracted for *Electric Service* from *Tacoma Power*, whether acting by themselves or by a servant, agent or employee; the singular number shall be held and construed to include the plural and the masculine pronoun to include the feminine.

~~27.~~26. “*Power Factor*” means the ratio of *kW* to *kVA*.

~~28.~~27. “*Premises*” means all of the real property at a single geographic location utilized by a *Customer*.

~~29.~~28. “*Private Off-Street Lighting Service*” means the *Private Off-Street Lighting Service Rate Schedule* (H-2) for *Electric Service* for outdoor lighting service along private streets and roadways, over parking lots and for general area lighting of private property, but excluding public streets within the City of Tacoma. *Tacoma Power* will install, own and maintain the equipment. Energy will be provided on an unmetered basis.

~~30.~~29. “*Rate Classification*” means a combination of the Billing Class (e.g. EL_C) and the *Rate Category* (e.g. HVGPC).

~~31.~~30. “*Rate Category*” means the combination of the *Rate Schedule* designation (e.g. HVG for High Voltage General) and the jurisdiction designation (e.g. PC for Pierce County).

~~32.~~31. “*Rate Ordinance*” means the latest adopted version of that portion of the *Tacoma Municipal Code* that is applicable to all *Customers* receiving *Electric Service* from *Tacoma Power* and being billed and paying for such service in accordance with the applicable published *Rate Schedules* set forth therein.

~~33.~~32. “*Rate Schedule*” means the latest adopted version of that portion of the *Tacoma Municipal Code* that is the formal statement of charges and conditions for a particular class or type of *Electric Service* in a given area or location.

~~34.~~33. “*Residence*” means a detached single *Dwelling Unit*. It has its electrical energy supplied through a single meter and is fed through a single *Service*.

~~35.~~34. “*Residential Service*” means the *Residential Service Rate Schedule* (A-1 or A-2) for *Electric Service* to a *Dwelling Unit* that is separately metered and is primarily for *Domestic Use*. It further includes any second *Service* determined to be *Domestic Use*, ~~and billed on the same residential account in accordance with this Procedure.~~

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~~36.35.~~ “Service” means the conductors and equipment for delivering electric energy from *Tacoma Power* to the wiring system of the *Premises* served..

~~37.36.~~ “Sleeping Room” means a living space that is for regular *Domestic Use* but does not provide complete, permanent, and independent living, sleeping, eating, cooking, refrigeration, and sanitation facilities for the tenancy of one (1) or more *Persons*.

~~38.37.~~ “Small General Service” means the *Small General Service Rate Schedule* (B) for *Electric Service* means any *Structure*, place or equipment for purposes not included under other *Rate Schedules*. It also includes public *Buildings*, *Boarding Houses*, sororities, fraternities, student dormitories, churches, and common-use facilities (*House Loads*) associated with these *Structures*. The *Customer’s* actual *Demand* as determined by *Tacoma Power* must not exceed 50 kVA or total connected *Load* as estimated by *Tacoma Power* must not exceed 65 kW upon initial *Service* energization. A *Demand* meter may be installed for *Demand* monitoring purposes at the discretion of *Tacoma Power*.

~~39.38.~~ “Street Lighting and Traffic Signal Service” means the *Street Lighting and Traffic Signal Service Rate Schedule* (H-1) for *Electric Service* to *Customers* for public street lighting, traffic controllers, signal lights, warning lights, pedestrian lights, and similar uses. The street light and traffic control system and equipment is owned and maintained by the *Customer*. The *Electric Service* may be metered or unmetered.

~~40.39.~~ “Structure” means a construction which is used or intended to support or shelter any use or occupancy.

~~41.40.~~ “Tacoma Municipal Code” means the latest adopted set of codified Ordinances setting forth the laws of the City of Tacoma.

~~42.41.~~ “Tacoma Power” means the Light Division of the Department of Public Utilities of the City of Tacoma.

B. Documents referred to in this Procedure: The following documents are referenced in this Procedure.

1. Customer Services Policies of *Tacoma Power*.
2. *National Electrical Code (NEC)*.
3. *Tacoma Municipal Code*.