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 will be updated to reflect the approval date of the proposed changes.

3. **Approved:** The approval date will be updated to reflect the approval date of the proposed changes.

4. **Signature Line:** The Signature Line has been updated to reflect the Director of Utilities, Jackie Flowers, as the approver.

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:** Updated URL to the document’s location.

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 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.
TACOMA POWER STAFF PROCEDURE A-7

SUBJECT: Rate Schedule Application Guide

ORIGINATION DATE: January 2, 2002

REVISION DATE: Month XX, 2020
March 31, 2015

OFFICE OF PRIMARY RESPONSIBILITY: Rates, Planning & Analysis

COORDINATION REQUIREMENTS: Customer Services, T&D Electrical Services

APPROVED: March 31, 2015 Month XX, 2020

Jackie Flowers, Director of Utilities
Tacoma Public Utilities
Theodore Coates, Superintendent/COO
Tacoma Power
Subject: Rate Schedule Application Guide

Purpose: To provide an application guide 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 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 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

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
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.


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

15. “kV” means kilovolt.


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

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

24. “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. “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. “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.

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.
36. "Service" means the conductors and equipment for delivering electric energy from Tacoma Power to the wiring system of the Premises served.

37. "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. "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. "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. "Structure" means a construction which is used or intended to support or shelter any use or occupancy.


42. "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.

