

MONROE CITY, MISSOURI
MUNICIPAL ELECTRICAL UTILITY
Utility Extension Policy
Revised

SECTION 1 – DEFINITIONS

- A. **Applicant:** The developer, builder, or other person, partnership, association, firm, private or public corporation, trust estate, government agency, or other legal entity recognized by law, applying for electric service requiring construction and installation of electric distribution facilities.
- B. **Board of Aldermen:** Elected representatives of the City who are empowered to make decisions regarding the operation of the Department.
- C. **Building:** A single structure roofed and enclosed within exterior walls, built for permanent use, framed of component structural parts and unified in its entirety both physically and in operation.
- D. **Department:** The Monroe City Municipal Electric Utility, Monroe City, Missouri.
- E. **Director:** The Electric Department Manager.
- F. **Distribution System:** That part of the City's Municipal Electric Utility used to distribute electrical energy from the generating plants or substations to the customers served, including poles, fixtures, wires, cables, conduits, manholes, switches, protective devices, transformers, switchgear, pedestals, meters, regulating equipment and other accessories.
- G. **Electric Heat Customers:** Residential and commercial customers whose primary source of heat is electricity.
- H. **Feeder Line:** That portion of a single-phase or three-phase circuit extending from the terminal pole or manhole at or near the perimeter of a major load such as a subdivision, shopping center, industrial complex, large industry, etc., into the major load and throughout the major load from which transformers are energized, and also including the portion of the secondary circuit extending from a transformer to pedestals, excluding service lines and power lines designated by the City's Municipal Electric Utility.

- I. **Meter Socket:** A device used for mounting and connecting the electric meter.
- J. **Multiple-Occupancy Building:** A structure which stands alone, enclosed with exterior walls or which is cut off from adjoining structures by fire walls, built for permanent use, erected, framed of component structural parts and unified in its entirety, both physically and in operation.
- K. **Service Drops:** The overhead wires or cables installed from the Department's electric line to the first point of attachment to the customer's building or other structure.
- L. **Service Entrance:** The conduit, wire, fittings, and accessories used between the termination of the service drop or underground service and the customer's service equipment.
- M. **Service Equipment:** The main circuit breaker{s} or fused switch{es} and their accessories which constitute the main control and means of cutoff for the supply to a customer's premises.
- N. **Service Line:** That portion of the circuit extending from the pad-mounted transformer, submersible transformer, pedestal, or pole, directly to the point of delivery to the customer's premises.
- O. **Subdivision:** A tract or parcel of land divided into two or more lots, plots, sites, or other divisions for use for new residential buildings or the land on which is constructed new multiple-occupancy buildings per a recorded plat thereof if such recording is required by law.
- P. **Underground Service:** The underground wire, cable, conduit and other devices installed from the Department's electric line or facility to the customer's premises.
- Q. **Residential Customer:** Any dwelling that can be used to house single-families or multi-families.
- R. **Commercial Customer:** Any non-residential company or individual that provides a service to the general public and who chooses not to purchase energy on a demand basis.
- S. **Industrial Customer:** Any non-residential company or individual that provides a service to the general public and who chooses to purchase energy on a demand basis.

SECTION 2 – SERVICE VOLTAGE AND PHASE AND AVAILABILITY

Electrical service will be provided as follows:

- A. 120/240 volts, single-phase, 60 hertz to residential and commercial customers. Three-phase power will only be provided to residential customers if there is a three-phase primary power readily available.
- B. 120/208 volts, three-phase, 60 hertz to commercial customers.
- C. Other service voltages for commercial and industrial customers may be provided if requested, by special approval of the Director. Written applications for service must include the phase and voltage desired.

SECTION 3 – EXTENSION OF DISTRIBUTION SYSTEM

- A. Any person or parties desiring electric service at a location which will require an extension of the distribution system shall make written request to the Board of Aldermen for such extension
- B. The applicant desiring an extension of the distribution system shall provide easements as required by the Board of Aldermen for such extension.
- C. If an applicant wishes to install underground primary electric lines, they shall notify the City in writing and the City shall install the underground primary.

SECTION 5 – SECONDARY SERVICE

A. OVERHEAD SECONDARY SERVICE

- 1. Upon application to the Department an overhead service will be provided by the Department to a point of attachment to the conduit weather head. The Department will furnish and install an electric meter. The Department will attach the service drop and energize the service. All watt hour meters will be Department property.
- 2. All materials and labor not provided by the Department will be furnished by the customer. All service lines must comply with the requirements of the National Electric Code.

B. UNDERGROUND SECONDARY SERVICE

The Department will furnish a meter for underground services. The customer will furnish and install all underground services. All underground service must comply with the requirements of the National Electric Code.

- C. No electric meter will be energized by the Department without written approval of inspection of the premises by the Building Inspector being furnished to the Department except that such approval by the Building Inspector shall not be required if the meter is being energized or re-energized because service was interrupted at the cause of the Department.

SECTION 6 – METER LOCATION

Meters shall be installed outdoors in a location approved by the Director.

SECTION 7 – PRIMARY METERING

The Department shall furnish, install and maintain all primary metering equipment. When service is requested at primary voltage, the customer shall furnish, install and maintain all parts of the electric system beyond the primary metering point. Primary metering may be installed on any other service when in the opinion of the Director, such type of metering best meets the requirements of the electric load to be served. As in the case of a commercial customer with primary metering the Department shall furnish, install and maintain beyond the metering point, including transformers etc.

SECTION 8 – REQUEST FOR METER TEST

- A. Any customer may request a meter test in writing to the Director, to determine the accuracy of the meter at any time. Such test will be made by the Department, by comparison with accurate standards. The results of such tests, when requested in writing by the customer, shall be furnished to the customer.
- B. If any test made at the request of any customer discloses that the meter is registering correctly, or within two percent of normal, the customer shall bear the expense of such test.

SECTION 9 – DEFECTIVE OR NON-REGISTERING METERS

- A. When it is determined by the Department that a meter is defective from any cause, including improper connection or misapplication, and the percentage of error cannot be determined. Or when a meter fails to register the electric energy consumed, the customer's bill shall be adjusted on the basis of an estimate made by the manager.
- B. Billing estimates for electricity shall be based upon a like period of time during the previous year with allowances being made for any increase or decrease in electric appliances or other energy consuming devices.

- C. Adjustments to customer's bills, on the basis of estimates, shall be made only for the billing period during which the defective meter was discovered. Except if it possible to establish beyond any reasonable doubt, that the meter was defective during prior billing periods, adjustments on the basis of estimates shall also be made for such other billing periods.

SECTION 10 – TEMPORARY ELECTRIC SERVICE

- A. When requested, the Department will install a temporary service connection and provide temporary electric service. The charge for temporary electric service shall be \$50.00.

SECTION 11 – TEMPORARY REMOVAL OF SERVICE DROP

- A. When requested, the Department shall temporary disconnect, remove and later reinstall an overhead service drop for the purpose of allowing the property owner to trim or remove trees, erect structures or perform other acts upon the property which, due to the location of the service drop, cannot safely and expediently be done with the service drop in place.
- B. The request for work shall be submitted to the Director at least 24 hours prior to the time the removal is desired. It shall be the responsibility of the party requesting this work to arrange with all customer's affected for a service interruption. The Department assumes no responsibility for damage or inconvenience caused by the interruption of service.
- C. It shall be the property owner's responsibility to provide the Department with a suitable point of attachment for reinstallation, meeting the same requirements as those for a new service drop.

SECTION 12 – CONSTANT SUPPLY OF ELECTRICAL ENERGY NOT GUARANTEED

The consumer shall agree that the Department does not guarantee a constant supply of electrical energy and that the Department and/ or the City shall not be liable for any damage for any failure to supply the same.

SECTION 13 – DUSK-TO-DAWN LIGHTING

Consumers with overhead distribution may request the Department to furnish and install a dusk-to-dawn light on the existing power pole. The Department shall furnish and install the light if there is sufficient space on the existing pole. The position of the light shall be such that climbing space and sufficient separation from the primary and secondary conductors is afforded. The light shall be fed power ahead of the metering for the consumer, therefore the monthly billing for the consumer shall

include an additional fixed fee which will be set by the Board of Aldermen and changed from time to time to pay for the energy costs and to defray the expenses of the material and installation.

If the customer requests that the light be located at a location other than an existing power pole, the customer shall pay the Department the actual cost of labor and materials used {except for the luminaries and mounting bracket}.

SECTION 14 – TRANSFORMERS

The City will provide and maintain transformers for all residential & commercial customers. Industrial customers must provide and furnish their own transformers. If a commercial customer decides to go to the industrial rate, that customer must reimburse the City for the value of the transformer serving their business in accordance with terms negotiated and approved by the Board of Aldermen.

SECTION 15 – DEMAND

Industrial customers shall pay a demand charge based on their highest peak in a 12 month period

SECTION 16 – Electric Heat Customers

Residential electric customers may have one meter for their entire electric power usage. The first 800 KWHRS shall be charged at the regular residential rate, all KWHRS over 800 per month shall be charged at the special electric heat rate for the billing periods from November 30th to April 30th. Commercial electric customer must have their electric heat usage metered separately. The electric heat usage will be charged at the special commercial electric heat rate from November 30th billing to the April 30th billing.

SECTION 17 – APPLICABILITY

All extensions of the electrical distribution system initiated by the Department shall comply with provisions of this Policy.