

**CITY OF SAN DIEGO ADMINISTRATIVE MEMORANDUM OF UNDERSTANDING WITH
SDG&E REGARDING GAS AND ELECTRIC FRANCHISE AGREEMENTS**

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**ADMINISTRATIVE MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF SAN DIEGO AND SAN DIEGO GAS & ELECTRIC COMPANY**

THIS ADMINISTRATIVE MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into by and between **THE CITY OF SAN DIEGO**, a California municipal corporation (“**CITY**”), and **SAN DIEGO GAS & ELECTRIC COMPANY**, a California corporation (“**GRANTEE**”) (**CITY** and **GRANTEE** are collectively referred to herein as the “**Parties**”), to be effective when signed by both Parties and approved as to form by the San Diego City Attorney (the “**Effective Date**”).

On July 11, 2021, the following ordinances became effective (hereinafter, the “**Franchises**”): that certain City of San Diego Ordinance No. 0-21328, *An Ordinance of the Council of the City of San Diego Granting to San Diego Gas and Electric Company the Franchise for Transmitting and Distributing Electricity and other purposes* (the “**Electric Franchise**”) and that certain City of San Diego Ordinance No. 0-21327, *An Ordinance of the Council of the City of San Diego Granting to San Diego Gas and Electric Company the Franchise for Transmitting and Distributing Gas and other purposes* (the “**Gas Franchise**”).

The Franchises call for the Parties to negotiate an Administrative Memorandum of Understanding to “define and promote a cooperative working relationship between the parties and to address the handling of operational issues . . .” The Parties now wish to enter into this MOU to further define and promote the relationship between the Parties and permit GRANTEE to exercise its rights and obligations regarding the installation, operation, repair, replacement, maintenance and removal of GRANTEE’s facilities within the public rights of way of the CITY, in accordance with the terms of the Franchises.

- 1) **Definitions:** As used in this MOU, the following terms shall be defined as follows:
 - a) “**Applicable Laws**” shall have the meaning assigned to such term in the Franchises.
 - b) “**Business Days**” means any day other than a Saturday, Sunday or a Holiday. “**Days**” or “**days**” shall mean calendar days.
 - c) “**CITY**” shall mean the City of San Diego, and which shall include CITY’s agents, employees, and contractors. CITY shall be responsible for all CITY’s agents, employees and contractors and ensure that they adhere to all conditions as stated in this MOU.
 - d) “**CITY’s Address for Notices**” shall be:
DEPARTMENT OF GENERAL SERVICES, ENERGY DIVISION
8050 OHELLO AVE, MS1101B
SAN DIEGO, CA 92111
 - e) “**CITY Liaison**” shall mean the Deputy Director of the Department of General Services, Energy Division.
 - f) “**CITY Requirements**” shall mean applicable standards described in the Whitebook, the Greenbook, the California Building Code, San Diego Municipal Code, City of San Diego Standard Drawings; The Street Design Manual; The Manual of Uniform Traffic Control Devices and the California Supplement, including, without limitation, applicable memoranda issued by the CITY Engineer.
 - g) “**Compliance and Critical Infrastructure Work**” Work to address infractions and critical repairs or upgrades discovered through GRANTEE’s inspection and maintenance programs which are subject to correction or repair deadlines imposed by the CPUC, other agencies, or internal mandates. These projects are required to mitigate largescale imminent failures, critical outages, vegetation encroachment, and high priority fire hazards. The following maintenance programs listed may include but are not limited to; Risk Assessment and Mitigation Phase (RAMP), Wildfire Mitigation Plan (WMP), Microgrids & Battery Energy Storage Systems (BESS), Pipeline Safety Enhancement Plan (PSEP), and Distribution Integrity Management Program (DIMP), and Corrective Maintenance Program (CMP).
 - h) “**CPUC**” shall mean the California Public Utilities Commission.

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- i) **“DSD”** shall mean the CITY’s Development Services Department.
- j) **“Emergency”** shall mean any unexpected situation or occurrence that has or may result in serious injury, property damage, or a threat to safety, security, or reliability of GRANTEE’s Facilities or the power grid.
- k) **“Emergency Work”** includes temporary Work that is required to mitigate and restore active gas leaks, exposed gas lines, energized downed power lines, work to restore service to street lighting and signaling, damaged Facilities, cathodic protection, work to control, protect and oversee via standby services, repair and restore energized facilities and the restoration of the ROW to a functional and safe condition for all applicable modes of transportation.
- l) **“Excavation”** shall mean the act, process, or result of earthen material or substance being removed, cut into, dug, quarried, uncovered, displaced, or relocated.
- m) **“Facility”** shall mean any facility, instrument, appurtenance or piece of equipment used for the delivery of energy or in support of the delivery of energy and associated uses thereof by GRANTEE within the ROW.
- n) **“GRANTEE”** shall mean San Diego Gas & Electric Company, and which shall include GRANTEE's agents, employees, and contractors. GRANTEE shall be responsible for all GRANTEE's agents, employees, and contractors and ensure that they adhere to all conditions as stated in this MOU.
- o) **“GRANTEE's Address for Notices”** shall be:
Regional Public Affairs Department
8330 Century Park Ct.
San Diego, CA 92123
- p) **“GRANTEE Liaison”** shall mean its Regional Public Affairs Manager.
- q) **“Governmental Authorities”** shall mean any local, regional, state or federal governmental entities having jurisdiction over any aspect of this MOU, CITY, GRANTEE or the Work performed pursuant to this MOU.
- r) **“Greenbook”** shall mean *Standard Specifications for Public Works Construction, 2021 Edition*, published by Public Works Standards, Inc., as may be updated from time to time.
- s) **“Holiday”** shall mean a day defined by the CITY as a City Holiday as listed at <https://www.sandiego.gov/city-holidays>.
- t) **“CITY Infrastructure”** shall mean all assets including but not limited to streets, sidewalks, curbs, drains, pipes, gutters in the ROW.
- u) **“Maintenance”** means routine, recurring Work necessary to keep GRANTEE’s Facilities in such condition that they may be continuously used at their designated capacity and for their intended purpose, including, without limitation, functional checks, testing, inspection, servicing, minor repairs, upkeep, vegetation management, and ground clearance work.
- v) **“Moratorium”** shall mean excavation restrictions placed on certain streets within the ROW as established by San Diego Municipal Code section 62.1200 *et seq.*
- w) **“NPDES”** shall mean the National Pollutant Discharge Elimination System.
- x) **“POC”** shall mean a Party’s point of contact.
- y) **“ROW”** shall mean the publicly dedicated right-of-way of the CITY, which are public easements for streets, alleys, or other uses, as defined in San Diego Municipal Code section 113.0103, as may be amended from time to time.
- z) **“SSBF”** shall mean a Street/Sidewalk Blockage Form issued by the CITY.
- aa) **“TCP”** shall mean a Traffic Control Plan developed by GRANTEE and reviewed by CITY.
- bb) **“Whitebook”** shall mean that most recently adopted version of the *City of San Diego’s Standard Specifications For Public Works Construction*, produced by the CITY’s Engineering & Capital Projects Department, Project Implementation Division, Standards & Contract Documents Section, as may be updated from time to time. In the event of a conflict between the Greenbook and the Whitebook, the Whitebook shall control.
- cc) **“Work”** shall mean any activity required to inspect, test, check, implement, install, erect,

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- excavate, trench, bore, construct, access, protect, electrify, power, maintain, repair, replace, remove, or modify new or existing Facilities within the Work Area by GRANTEE. Work shall also refer to any design construction activities by CITY or other parties in the ROW.
- dd) **“Work Area”** shall mean any area of the CITY ROW and easements in which GRANTEE is performing Work.
- 2) **Purpose:** The purpose of this MOU is to dictate how GRANTEE exercises its rights and obligations regarding the performance of Work on or related to GRANTEE’s Facilities within the CITY ROW, as granted by and in accordance with the terms of the Franchises. This MOU does not supersede any CITY permits, permissions or other approvals GRANTEE is required to obtain to perform Work as described in this MOU. In the event of a conflict between a Franchise and this MOU, the Franchise shall control.
- 3) **Term.** This MOU shall be effective for the earlier of two (2) years from the Effective Date or the date a successive memorandum of understanding is executed. GRANTEE may apply for successive memoranda of understandings with the CITY within 6 months of the expiration of this MOU.
- 4) **General Work Requirements.**
- a) **Entering Worksite and PPE.** CITY reserves the right to enter upon any Work Area at all times to inspect and maintain the Work Area as CITY deems reasonably necessary; all personnel entering any Work Area must wear personal protective equipment (PPE) appropriate or required for the worksite at all times.
- b) **Conformance with San Diego Municipal Code Chapter 6, Article 2, Division 11.** Work allowed and conducted pursuant to this MOU shall conform with the requirements in San Diego Municipal Code Chapter 6, Article 2, Division 11: “Procedures for Work on Utility Installations in the Public Right-of-Way” unless such requirements are superseded by other Applicable Laws; provided further, that any fees that may be assessed against GRANTEE pursuant to such requirements shall be credited against the fees paid to the CITY pursuant to the terms of the Franchises.
- c) **Compliance With Applicable Laws and CITY Requirements.** GRANTEE and GRANTEE’s agents and contractors shall comply with all Applicable Laws in the performance of Work under this MOU, including CITY Requirements. With respect to those activities for which the CPUC, Federal Energy Regulatory Commission or U.S. Department of Transportation has exercised its regulatory authority, the authority of those entities shall be presumed to be exclusive, and such regulations shall supersede CITY Requirements and other local or state Applicable Laws; provided further, CITY may request from GRANTEE written documentation of such authority with respect to such activity, provided that, in the event the CITY disagrees with the sufficiency of the documentation, and the Parties cannot come to agreement, they will follow the dispute resolution provisions of this MOU (Section 16) or, if unsuccessful, the dispute resolution process as identified in the Franchise Agreements (Section 17) . In the event of any conflict between this provision and any other provision of this MOU, this provision shall control. Furthermore, in the event of a conflict between any Applicable Law and a City Requirement, Applicable Laws shall control.
- i. GRANTEE’s work is exempt under California Business and Professions Code Division 3, Chapter 7, Article 3, at section 6747; and California Public Utilities Commission Decision 07-12-003 (July 11, 2007) (Exemptions) and therefore not subject to contractor licensing requirements under SDMC §129.0121(b)(2) and has provided to the CITY in writing the basis for exemption to the listing requirements under SDMC §129.0121(c) (under California Business and Professions Code Division 3, Chapter 9, Article 3, at sections 7042.1 and 7042.5).
- d) **Facilities Access.** Pursuant to the rights granted by CITY to GRANTEE in the Franchises, GRANTEE shall retain access to its Facilities in the ROW at all times and shall have the right to install its Facilities in the ROW, subject to the requirements of this Administrative MOU. CITY agrees that it will not affirmatively authorize third parties to block, restrict, impede or modify GRANTEE’s access to its Facilities in the ROW and will provide reasonable assistance

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- to GRANTEE if requested to ensure GRANTEE’s rights to operate its Facilities in the ROW.
- 5) MOU Permit. The CITY has determined that certain types of Work performed by GRANTEE are permitted under this MOU may be performed by GRANTEE without the need for any additional right-of-way permits from CITY, if such Work is accomplished in accordance with the requirements of this MOU. The following classifications designate how GRANTEE’s Work shall be managed.
- a) Category 1: Maintenance, Inspection, and Low Impact Projects. These projects are grouped as one category because of their low complexity and smaller scopes. These include routine maintenance, inspection and low impact projects which have no impact or minimal impacts on the ROW. Approved Category 1 Project types are provided in Appendix A – Maintenance, Inspection and Low Impact Projects Under Category 1.
 - b) Category 2: Medium and High Impact Projects. Any planned Project that does not qualify as a Category 1 Project is automatically considered a Category 2 Project.
 - c) Category 3: Emergency Projects. A Project involving Emergency Work. This includes, without limitation, Work required to mitigate active gas leaks, energized downed power lines, restoring service to street lighting and signaling, damaged or failed underground equipment, or repairing damaged or deteriorating poles and/or equipment. This also includes Emergency Work to manage, de-energize, repair and restore energized facilities during Public Safety Power Shutoffs, and restoration of the ROW to its original condition in the event of damage to the ROW that impedes traffic or threatens public safety. This Work may fall into Category 1 or 2. These Projects will be automatically considered Emergency Work.
 - d) Category 4: Compliance and Critical Infrastructure Projects. Work to address infractions and critical repairs or upgrades discovered through GRANTEE’s inspection and maintenance programs. Once discovered, GRANTEE is subject to strict correction deadlines imposed by the CPUC or other agencies, or internal critical repair mandates, as further described in Appendix B – Compliance Deadlines. Compliance and Critical Infrastructure Projects may fall under Category 1 or 2 and will be managed accordingly.
 - e) Master Plan Approvals. Work performed by GRANTEE on a consistent basis in the same manner can be submitted to CITY for approval as a “**Master Plan**.” CITY shall review Master Plan proposals within 28 days of delivery by GRANTEE. If approved, CITY shall determine if the Master Plan is classified as a Category 1 or Category 2 Plan. Category 1 Master Plans may be used by GRANTEE without further review, as long as GRANTEE’s Work is compliant with the Master Plan. Category 2 Master Plans will require normal permitting but will allow a more rapid CITY’s review. Approval of a Master Plan to move project(s) into Category 1 is at the sole discretion of the CITY.
 - f) Permitting for projects to underground GRANTEE’s overhead poles and wires shall be controlled by provisions of the Undergrounding MOU required by the Electric Franchise.
- 6) Permitting Requirements by Category
- a) Category 1: Maintenance, Inspection, and Low Impact Projects. The CITY has determined that projects in Category 1 may be performed by GRANTEE under this MOU without additional right-of-way permits from CITY. GRANTEE will submit projects via a SSBF. Category 1 Projects must be submitted to the CITY no later than five (5) business days prior to commencement of physical Work by GRANTEE; provided that schedule, workforce and related information for a Project may be uploaded, updated or modified after the Project is submitted.
 - i. The permit will contain the following information for each Category 1 Project:
 - 1) Justification (maintenance, inspection or low impact) including master plan, as applicable
 - 2) Job Name
 - 3) Job Number
 - 4) Scope of work
 - 5) Street Address

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- 6) Field Point of Contact (Name, Email, Phone)
- 7) Start Date
- 8) Anticipated End Date
- 9) Work Hours
- ii. GRANTEE will consult the CITY's Project Map Finder to ensure that its Category 1 Projects do not conflict with any other field activities taking place in the ROW. If GRANTEE identifies a field conflict, GRANTEE will coordinate with third party project owners (and provide proof of coordination to CITY upon request). If GRANTEE's Work conflicts with a CITY project, GRANTEE will coordinate with the CITY's project manager. CITY agrees to respond to GRANTEE's coordination requests within two (2) Business Days.
- iii. If a Low Impact Project occurs within a Maintenance Assessment District (MAD), it will be indicated on the Portal. CITY staff may contact GRANTEE's field point of contact as listed on the Portal should a MAD inspection be needed.
- iv. When Category 1 Work is being performed by GRANTEE's contractors, GRANTEE will display signage at each Project location to indicate GRANTEE project ownership. GRANTEE will also train its contractors on CITY procedures.
- b) Category 2: Medium and High Impact Projects. Medium and High Impact Projects shall be treated as standard projects of GRANTEE subject to standard CITY permitting requirements, as defined in San Diego Municipal Code section 113.0103, as may be amended.
- c) Category 3: Emergency Projects. Emergency Work may be performed immediately; provided GRANTEE provides notice to CITY as described herein, and to the extent such Emergency Work is a Category 1 project, GRANTEE shall add the Project to the Portal; if it is Category 2, GRANTEE shall apply for the respective permits required for such Work within fourteen (14) Business Days per San Diego Municipal Code section 62.1212, as may be amended; provided that if the Emergency does not require any additional Work, no further action will be taken.
- d) Category 4: Compliance and Critical Infrastructure Projects. Compliance and Critical Infrastructure Work may fall into Category 1 or Category 2, depending on the infraction, necessary improvements, or repair. Compliance and Critical Infrastructure Work will become Emergency Work when GRANTEE has submitted a permit application to complete the Compliance and Critical Infrastructure Work but has not received the necessary approvals to commence Work within eight (8) weeks from the Compliance and Critical Infrastructure Work's due date, or the specific infraction must be resolved within 30 days per the CPUC. CITY and GRANTEE shall review all open Compliance and Critical Infrastructure Work on a weekly basis.
- e) Ongoing Review. The Parties agree to conduct ongoing reviews of these categories to determine adequacy and achieve improvements during the term of the MOU and subsequent MOUs, as appropriate.
- 7) Traffic Control Permits.
 - a) Generally. If any GRANTEE Project (except Emergency Work) impedes vehicular, bicycle, or pedestrian traffic, GRANTEE will apply for an SSBF, including, if required, a TCP, in conformance with the latest edition of the City of San Diego Standard Drawings; the Street Design Manual; the Manual on Uniform Traffic Control Devices and the California Supplement; and Standard Specifications for Public Works Construction, including Regional and City of San Diego Supplement Amendments through DSD.
 - i. GRANTEE will use pre-approved Working Drawings when applicable; if no pre-approved working drawings are applicable, GRANTEE will use a site-specific plan, if required.
 1. CITY and GRANTEE may add to the list of Working Drawings during the term of the MOU.

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- ii. TCPs shall be valid for 60 days from the date of issuance of and coordinated with associated project permits and approved dates; provided that if Work construction dates change, the SSBF will be resubmitted with the valid, unmodified TCP.
 - b) Emergency Work. When Emergency Work impedes vehicular or pedestrian traffic, appropriate traffic control will be used at all times when Emergency Work is occurring. CITY's inspector can request more information about traffic control management at the worksite from GRANTEE's onsite POC. Traffic control for the final restoration Work performed by GRANTEE after the Emergency Work is complete will be managed in accordance with standard traffic control requirements as described herein.
 - c) Traffic Control Not Required. GRANTEE shall have no obligation to apply for an SSBF or create a TCP for GRANTEE Work for which vehicle, bicycle, and pedestrian traffic are not impeded, and GRANTEE'S vehicles are parked legally.
 - d) Field Revisions. Upon request of GRANTEE, the assigned CITY Resident Engineer may approve minor deviations to the SSBF or the associated TCP based on discovered field conditions, such as signage changes or minor submittal errors. Such corrections shall be made by the Deputy City Engineer to the on-site approved SSBF.
- 8) Work Hours. All Work under this MOU, except Emergency Work, is subject to the following work hour restrictions and requirements, unless otherwise directed through an approved SSBF.
 - a) No Work or related activities shall occur:
 - i. Before 7:00 a.m. or after 3:30 p.m. Monday through Friday.
 - ii. Before 7:00 a.m. or after 3:30 p.m. on Saturday, unless objection is raised by CITY.
 - iii. Sundays and Holidays unless approved by CITY.
 - iv. In a school zone, before 9:00 a.m. or after 2:00 p.m. (modifiable for the respective school's start and end times), Monday through Friday while school is in session. A school zone is any roadway within 500 feet of the school property.
 - b) Sunday, Holiday and after-hours work must be requested at least 2 working days in advance and is subject to CITY approval.
 - c) A CITY Construction Noise Permit is required for any construction Work between 7:00 p.m. and 7:00 a.m. Monday thru Saturday, or at any time on Sunday and holidays. To the extent CITY requires notification to customers of Work under a Noise Permit, GRANTEE shall not be required to share specific customer information with CITY.
 - d) Upon request of GRANTEE, the assigned CITY Resident Engineer may approve deviations to the permitted Work hours in the field. Corrections shall be made to the on-site approved SSBF. The assigned CITY Resident Engineer must have approval of a Deputy City Engineer to modify a complete SSBF approving Work during standard Work hours Monday-Friday to require GRANTEE to perform such Work after hours or on Sundays or Holidays except by request of GRANTEE.
- 9) Service Level Agreement.
 - a) Following DSD's receipt of a complete permit application from GRANTEE, CITY will review each request and endeavor to approve the permit or provide feedback to GRANTEE within ten (10) Business Days.
 - i. If the application is not approved, the CITY will provide specificity in review comments when reviewing GRANTEE's permit applications or requiring revisions of GRANTEE sketches. The specificity provided shall either reference an Applicable Law or the reasoning for the Deputy City Engineer's determination.
 - ii. GRANTEE will address all CITY comments on permit submittals through revisions to plans or written response.
 - iii. GRANTEE will use formal deviation process for any submission that is found to not meet City Requirements. City will collaborate with GRANTEE on possible alternatives

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- to identify viable placement of facilities through this process.
- b) If a permit application requires a secondary review for specific engineering area of impact (e.g. stormwater, paleontological impact, etc.), CITY will endeavor to approve the permit or provide feedback to GRANTEE within thirty (30) Business Days of notice of secondary review
 - c) Complete SSBFs will be reviewed by the CITY and approved or rejected within two (2) Business Days.
 - d) Complete Construction Noise Permits with approved TCP will be reviewed by the CITY and approved or rejected within two (2) whole Business Days.
 - e) Any applicable invoices or CITY imposed fees associated with permits or submittals described herein shall be credited against the consideration paid to the City pursuant to the Franchise Agreement.
 - f) The CITY shall proactively notify the GRANTEE of any alterations to permit submittal templates or permit submittal requirements (including symbols/legends).
 - g) CITY shall provide the requested drawings via email. If the files are too large for email transmission, CITY shall deliver the drawings to GRANTEE using GRANTEE approved electronic delivery site.
 - i. SEMPRAs Electronic Data Transfer:
<https://edt.sempra.com/bds/ContactsAddRecipients.do>
- 10) Notification and Inspection Requirements, Commencement of Emergency Work, Preconstruction Activities, and Permit Close-out
- a) Category 1 Projects. CITY Resident Engineers can access Accele to view all upcoming and ongoing GRANTEE Projects. GRANTEE shall have no other notification responsibilities with respect to Category 1 Projects. Should a CITY Resident Engineer determine that an inspection is required for a Category 1 Project, the assigned CITY Resident Engineer will contact GRANTEE's POC via e-mail or phone as listed in the Portal for that Project to confirm applicable work locations and times.
 - b) Work Requiring Notification. All other non-Emergency Work requires notification. For all Work requiring notification, GRANTEE shall contact the CITY via email (Fit_dsd@sandiego.gov) of the upcoming commencement of construction and invite assigned CITY staff to a pre-construction meeting, which shall occur within five (5) Business Days prior to commencement of construction. This meeting shall establish points of contact, define means and methods of the Project, and coordinate the GRANTEE's work schedule with scheduled CITY activities and CITY Transportation & Storm Station and Storm Water Department operations in and adjacent to the Work Area. At that time, GRANTEE shall submit a work schedule to the CITY via e-mail that includes a description of the Work to be performed, the specific location of such Work within the Work Area, and the dates and times of such Work. The applicable CITY Resident Engineer shall respond via e-mail within two (2) Business Days of receipt of a request from GRANTEE confirming CITY's attendance at the pre-construction meeting or requesting a scheduling change. If CITY does not respond within such time frame, GRANTEE will attempt to contact the Associate and Senior Engineer supervising the Resident Engineer as identified on the District Map, to confirm need for a pre-construction meeting (or lack of need in writing).
 - c) Emergency Work. GRANTEE will notify the CITY of Emergency Work in accordance with the notification requirements set forth in San Diego Municipal Code section 62.1212 and the CITY's emergency excavation website at <https://www.sandiego.gov/tsw/unplannedexcavation>. After essential services are restored, and the Emergency is no longer occurring with respect to the Work, GRANTEE will apply for the appropriate permit based on the project type within fourteen (14) Business Days. Furthermore, GRANTEE shall check in-flight Emergency Work at least every other Business Day to ensure safety until final restoration is complete, and

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immediately in response to CITY notifying GRANTEE of a safety issue. Further details related to Emergency Work are outlined in Appendix C.

- i. GRANTEE shall not be required to submit notification to the CITY during the assessment phase. The assessment phase shall not include traffic control or physical construction in the CITY right-of-way. Once GRANTEE has identified and isolated the facility in question, notification must be provided to the CITY before traffic control can be implemented or physical construction occurs in the ROW.
 - d) Public Access Approval. In addition to GRANTEE's base notification obligations, GRANTEE shall notify the CITY Liaison and any impacted facilities or businesses a minimum of ten (10) Business Days prior to start of any Work that may affect access to any public or private facilities in the Work Area and GRANTEE shall provide sufficient documentation to CITY describing such notification.
 - e) Project Coordination. Upon request of GRANTEE, with respect to Category 2 Projects, CITY shall conduct project coordination conflict checks in the ROW to determine whether any other projects are planned that may conflict with GRANTEE's Work.
 - f) Street Repair Redundancy. CITY and GRANTEE will coordinate on whether there is any planned CITY or third-party Work that will result in the disturbance of the parts of the ROW GRANTEE plans to repair to allow GRANTEE, CITY and such third parties to coordinate Work.
 - g) Pre-Construction Documentation. It is the GRANTEE's responsibility to document site deficiencies for which it is not responsible. GRANTEE shall document the existing conditions of the site in advance of the work according to the Greenbook/Whitebook. Upon request, GRANTEE shall make this documentation available to the CITY.
 - h) Permit Closeout. The CITY and GRANTEE have established a permit closeout process further outlined in Appendix D.
- 11) Construction Requirements
- a) Street Repair.
 - i. Street repair shall be conducted pursuant to the conditions of this MOU, GRANTEE's permit, CITY Requirements, as applicable, and Applicable Laws. Additional conditions may not be added following issuance of the respective permit for the Work.
 - ii. GRANTEE shall restore CITY Infrastructure actually modified or materially damaged by GRANTEE's Work in the ROW to City Adopted Standards. Pursuant to such obligation, if GRANTEE is restoring CITY Infrastructure that, at the commencement of GRANTEE's Work, is not compliant with Applicable Laws concerning accessibility, and GRANTEE's Work actually impacts, alters, or modifies such parts of the ROW, GRANTEE shall restore such CITY Infrastructure in compliance with Applicable Laws concerning accessibility, including but not limited to the American with Disabilities Act (ADA), the California Code of Regulations, or CITY Requirements, to the most accessible standard applicable and to the maximum extent feasible for such area of the ROW; provided GRANTEE shall only be required to restore CITY Infrastructure actually modified or damaged by GRANTEE's Work and no other CITY Infrastructure, even if connected or related to the improved CITY Infrastructure. This subsection shall not apply to CITY Infrastructure subject to any joint-use agreements or any situation where CITY Infrastructure is constructed on or within GRANTEE's prior existing easement or fee.
 - iii. GRANTEE shall not be required to repair any part of the ROW included in a Work Area caused by other utilities or third parties who failed to comply with CITY Requirements.
 - iv. GRANTEE shall not be required to show limits or dimensions of restoration of asphalt/paved areas on plans submitted to CITY if the Street Damage Fee is elected. GRANTEE shall restore any CITY infrastructure modified or materially damaged by

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GRANTEE's Work in the ROW per City Adopted Standards.

- b) Approved Lab Option for Street Repair. CITY and GRANTEE will endeavor to develop a process for approving third-party labs to perform soil and compaction tests for backfill, concrete and asphalt in order to eliminate trench plates on the streets whenever feasible.
 - c) Abandoned Facilities.
 - i. When GRANTEE retires a Facility from service, it shall be at GRANTEE's discretion whether such Facility will be removed or abandoned in place.
 - ii. For gas pipelines that are retired from service and abandoned in place, GRANTEE will use the same approach required for CITY Infrastructure as described in the version of the Whitebook approved for use by the CITY at the time the applicable permit is issued, including any associated memoranda issued by the CITY Engineer.
 - d) Resident Engineer Review.
 - i. The assigned CITY Resident Engineer may request GRANTEE make reasonable modifications to the Work to protect the ROW, manage traffic impacts and ensure public safety, within the boundaries of the permits issued to GRANTEE to perform the Work and within the Work Area. The assigned CITY Resident Engineer may not require GRANTEE to perform any significant amounts of Work not described on the approved permit or in parts of the ROW not actually modified or impacted by GRANTEE's Work.
 - ii. As an alternative construction method, the Assigned CITY Resident Engineer will permit GRANTEE to use boring instead of an open trench, provided that GRANTEE does not propose any additional scope of work and does not alter the trench line alignment and elevation. GRANTEE will place a note on permit documents that identifies boring in-lieu of open trench as a construction option. Additionally, GRANTEE agrees to submit a Construction Change Request if boring differs from the permitted trench alignment or elevation.
 - e) Potholing. Once construction has been initiated, potholing is to be performed by the entity responsible for improvements within the Right-of-Way (ROW).
 - f) Landscaping and Site Restoration. Where GRANTEE's Work disturbs landscaping located in the ROW, GRANTEE will restore in kind with exception of tall and fast-growing tree species that would impact SDG&E overhead electrical facilities. GRANTEE shall consult with the CITY to provide the "right tree in the right place"; no maintenance beyond initial planting is required, unless required by permits for the Work issued by other Governmental Authorities.
 - g) Standard Drawings. CITY will coordinate with GRANTEE prior to adopting Standard Drawings affecting GRANTEE's facilities/infrastructure.
- 12) Cooperation & Coordination with CITY Projects and CITY Work.
- a) Coordination. CITY and GRANTEE agree and acknowledge that coordination and collaboration between the Parties at the earliest stages of development of CITY Capital Improvement Projects will help expedite the Work necessary to accommodate these Projects in a safe, efficient and timely manner. In particular, the Parties shall make reasonable efforts to collaborate on the development of appropriate electronic methods to share information regularly to coordinate effectively.
 - i. Projects not directly managed by the City shall not be treated as City Capital Improvement Projects.
 - b) Minimizing Conflicts; Design Changes. CITY shall make reasonable efforts to design CITY Capital Improvement Projects in a manner that minimizes conflicts with existing GRANTEE Facilities whenever feasible. Once conflicts are discovered, the Parties will make an effort to re-design out of conflicts at the earliest design stages.
 - c) Minimizing Conflicts; CITY Project Review. GRANTEE shall make reasonable efforts to review CITY Project Finder information in advance of both project design and construction

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timeline. If GRANTEE identifies CITY project work in the area of a Category 2 or Category 4 project, GRANTEE will proactively engage with CITY to coordinate project timelines in advance of permit submittal.

- d) CITY Project Schedules. CITY shall provide GRANTEE information updated at least quarterly, in PDF format, regarding all active CITY Capital Improvement Projects using Procore or similar scheduling software, including specific project milestones to be determined by the Parties. The Parties shall also endeavor to meet monthly to review this information. The CITY will endeavor to include information about potential 90-Day Notices (as defined below) in its Project Schedules.
- i. Service Point Approvals and Service Orders: If a CITY project requires a Service Point Approval, the CITY shall submit the service request to the GRANTEE via its Builder Services Portal. The CITY shall make reasonable efforts to complete the project prior to the expiration, however, GRANTEE and the CITY will monitor any upcoming expirations, and if the CITY confirms the project is still in progress, GRANTEE shall extend the Service Point Approval for an additional 6 months. Once Notice to Proceed has been issued by the CITY (either to CITY-selected contractor or to CITY forces), GRANTEE will maintain the Service Point Approval in their system until the project is completed so long as there is progress on the project.
- e) Electric Transmission and High Pressure Gas Conflicts. CITY shall make reasonable efforts to provide GRANTEE as much advance lead time as possible with respect to relocations that involve high volume or high pressure gas lines or electric transmission equipment to ensure the safety and reliability of GRANTEE's systems.
- f) Management of Relocations.
- i. Design. If GRANTEE Facilities may need to be relocated to accommodate a CITY Capital Improvement Project, the CITY agrees to provide GRANTEE electronic copies of CITY's (or its contractor's) complete design plans at the following stages;
1. 30% complete
 2. 60% complete
 3. 100% complete
 4. Final Design plans, and any revisions thereto.
- The CITY further agrees to provide complete plans to GRANTEE at each stage even if conflicts do not appear to have changed or early checks reveal no conflicts. The CITY will provide a summary of any revisions between 100% and Final Design that may affect the previously identified conflicts. Failure to provide the above design plans or summary may result in project delays.
- ii. Conflict Checks. The CITY and the GRANTEE acknowledge that unforeseen circumstances may arise that could affect project schedules and potentially delay a project after a conflict check has been completed if communication does not continue after initial conflict checks. In the event that a substantial amount of time elapses following the initial conflict check, such that new or additional work is being contemplated which may render the original project alignment invalid, the party initiating or responsible for such changes shall promptly notify the other party of the modifications and determine if a new conflict check is needed for the CITY project. The CITY and the GRANTEE agree that the following procedures shall apply under the identified project scenarios:
1. Conflict Check Completed – CITY Redesign. In the event the CITY undertakes a redesign of the project after a conflict check has been completed, the CITY shall submit the revised design plans to the GRANTEE for an additional conflict check.
 2. Conflict Check Completed – No Conflicts. For projects that were found not to

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- have conflicts, GRANTEE shall notify the CITY of any new work planned along the project alignment that could affect the prior determination.
3. Conflict Check Completed – Relocations. Projects which have undergone a conflict check and have a known conflict that will require relocation from the GRANTEE will follow the field construction requirements outlined in Section 12.f.iv of this Agreement.
- iii. Environmental Review. The CITY will work to include GRANTEE’s relocation work into the CITY’s Public Works Project environmental clearances provided GRANTEE submits necessary documentation for such clearances by deadline provided by the CITY on a per project basis. In addition, but particularly when an Environmental Impact Report (EIR) is involved or expected, CITY will confer with GRANTEE to discuss environmental requirements at the 30% and 60% design milestones.
 - iv. Initiating Field Construction. Per Section 8 of the Franchises GRANTEE must initiate physical field construction to commence the relocation of its Facilities in conflict with a CITY Capital Improvement Project within 90 days after receipt of 100% complete design plans (“**receipt of substantially complete designs**”) to the SDG&E designee as identified in Appendix E. “Initiating physical field construction” means, at a minimum, GRANTEE’s attendance at a pre-construction meeting with the CITY’s prime contractor for the Project.
 1. For Design-Build Projects, the CITY recognizes GRANTEE must complete the conflict check process on Final Design as noted in above Section 12.f.i. CITY shall allow sufficient time for GRANTEE to process conflict check and develop relocation design, if needed, prior to scheduling pre-construction meeting with GRANTEE’s representatives and Design-Build Contractor to provide 90 day period identified in the Franchises.
 - v. Missing, Different or Inaccurate Information. Failure of CITY to submit design plans or failure of CITY’s design plans to include information or mistakes in Project information relevant to the relocation of GRANTEE’s Facilities, including material changes to the CITY’s design plans, require resubmittal of corrected design plans and another cycle of the conflict check process. CITY shall endeavor to give GRANTEE reasonable time to re-design its Facilities to accommodate material design changes. Both CITY and GRANTEE are responsible for verifying the accuracy of their as-built information and drawings. Any missed conflicts during the design phase discovered after construction has commenced requires immediate coordination of the Parties.
 - vi. Permitting. GRANTEE shall not be required to obtain separate permits to relocate or protect in place its Facilities for the specific purpose of accommodating a CITY Project provided that all GRANTEE work occurs within the Public Works Project limits, is working within the project’s contractor’s traffic control plan, and under the supervision of the Resident Engineer or authorized CITY contact. If required by the CITY Engineer or designee, GRANTEE may need to obtain additional or separate right-of-way and/or SSBF permits for work outside of the project limits.
 1. GRANTEE may perform work prior to the commencement of construction on CITY projects on a case-by-case basis. Such work is subject to approval and coordination with the CITY and its authorized contact. If approved by the CITY, GRANTEE may need to obtain additional or separate right-of-way and/or SSBF permits for work outside of the project limits.
 2. GRANTEE shall contact the assigned Resident Engineer or authorized CITY contact and schedule a pre-construction meeting prior to the commencement of construction.

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- vii. Trees. GRANTEE shall not be required to relocate any Facilities to accommodate trees or other vegetation being planted or proposed to be planted by CITY as part of a CITY Capital Improvement Project. No trees are to be planted to obstruct GRANTEE access to workspace.
- g) Slurry Seal and Paving Mark Out. If the CITY is slurry sealing or paving a road as part of any CITY Capital Improvement Project, CITY shall give GRANTEE's Liaison as much notice as possible of the timing and location of such projects and, at minimum, provide the information to GRANTEE upon receipt of the Traffic Control Permit (TCP). CITY and GRANTEE will work together to identify opportunities to improve notice periods and communication and explore the option of using protective hoods over GRANTEE assets during slurry sealing or paving activities where applicable.
 - i. CITY shall review GRANTEE's submitted Two-Year Plan and notify (via email) individual GRANTEE at cosdpermits@sdge.com (Appendix E) when CIP work and associated paving/slurry is occurring in the same vicinity as GRANTEE's planned Work.
- h) Exposed Gas Lines. CITY shall notify GRANTEE by calling (800) 411-SDGE no later than 24 hours after a gas main or service line is exposed by CITY, if any such exposure is unplanned or unexpected.
- i) Standby Services.
 - i. If the CITY is undertaking excavation Work near any energized Facilities, aboveground or underground, or any other Work that may endanger GRANTEE's Facilities or public or worker safety, CITY shall utilize 8-1-1/DigAlert in accordance with Applicable Laws. If the CITY has questions pertaining to DigAlert, please contact the SDG&E representative designated in Appendix E.
 - ii. Once DigAlert issues a ticket for the Work and GRANTEE's Facilities are located and marked out, if visual monitoring or physical protection of Facilities is required (meaning Work occurring within ten (10) feet of Facilities 61 pounds or greater, or with a voltage of more than 60kV), GRANTEE shall contact the CITY contractor to arrange for an on-site field meet to establish standby requirements ("**Standby Services**"). Once Standby Services are established, CITY shall request Standby Services using the following contact information, which will be updated by GRANTEE as needed:
 1. For gas Facilities pressurized 61 to 400 pounds: Standby Request Line (760) 480-7612. This number is also provided through the positive response process when Facilities are being located and Standby personnel are required.
 2. For electric Facilities (overhead and underground): Standby request shall be submitted via link: [New Request - Standby Lineman Services](#).
 3. For gas Facilities pressurized over 400 pounds: GRANTEE will schedule Standby Services automatically without further CITY action.
 - iii. Standby Services will be provided to CITY within ten (10) days, as required by the terms of the Franchises, and all associated obligations in the Franchises shall apply. Failure of the CITY to submit Dig Alerts and Standby Service requests in advance of construction could result in a delay of construction start or shutdown of an active construction project.
 - iv. If CITY or GRANTEE identify conflicts with CITY Work that require chipping of protective concrete casing enclosing GRANTEE Facilities, GRANTEE shall schedule personnel to perform exposure of its Facilities to facilitate CITY Work.
 - v. If Standby Services are required, CITY Work may not commence until the appropriate personnel are onsite, and Work must cease if the personnel leave the site, unless Standby Services are no longer required. If GRANTEE's Standby personnel call a stop to the Work, the Work must be stopped until the Standby personnel are satisfied

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- that the Work can commence safely and without damage to GRANTEE’s Facilities.
- vi. The costs of Standby Services required for the protection of GRANTEE’s high pressure gas Facilities and electric transmission Facilities, including any personnel, stand-by safety engineers, or other services necessary for the protection of Grantee’s Facilities or public safety shall be the responsibility of GRANTEE.
 - vii. The costs of Standby Services required for the protection of GRANTEE’s low and medium pressure gas Facilities (meaning 60 psi or less) and electric distribution (meaning 12 kV or lower) Facilities, including any personnel, stand-by safety engineers, or other services necessary for the protection of Grantee’s Facilities or public safety shall be the responsibility of CITY.
 - viii. CITY and GRANTEE shall cooperate during the Term of the MOU to develop processes by which the Parties can identify planned CITY Projects in the design phase that may need Standby Services and schedule such Services accordingly.
 - ix. Additionally, CITY may request Standby Services where not required if CITY reasonably believes such Standby Services would be useful or beneficial because of outside factors; such Standby Services are outside of GRANTEE’s established obligations as described in the Franchises and are the responsibility of the CITY.
 - x. CITY may request SDG&E management support and/or supervision in cases where the conditions have risen to a level of imminent threat to public safety or system operations.
- 13) ArcGIS. CITY and GRANTEE agree to cooperate on the development and maintenance of an online website hosted by GRANTEE displaying Geographical Information Systems (“GIS”) data describing the location of GRANTEE Facilities in the CITY (“ArcGIS Site”). Access to the ArcGIS Site shall be securely controlled by CITY. CITY will manage employee and contractor access to the ArcGIS Site in accordance with the information security (IS) requirements attached as Appendix F – ArcGIS Access Control Requirements provided that CITY does not control the ArcGIS Site and is not responsible for cybersecurity of the ArcGIS Site. GRANTEE shall have the right to audit CITY’s access to the ArcGIS Site to ensure compliance with the ArcGIS Access Control Requirements at least yearly, with reasonable notice to CITY. CITY acknowledges GRANTEE contends that the GIS data provided by GRANTEE concerning GRANTEE’s Facilities on the ArcGIS Site is confidential information of GRANTEE and is presumed to be subject to protection from the CPRA under Government Code section 6254(e) as geographic systems information regarding GRANTEE’s power delivery systems and is highly sensitive.
- a) Base Facility Information. Within 30 days of the Effective Date, GRANTEE shall make available to CITY GIS information describing GRANTEE’s Facilities in the ROW using the following attributes:
 - i. Electric: geographic location, pole or facility number; line/circuit number; transmission or distribution or both (transmission defined as above 69kV); overhead or underground; pole height (total pole, not height from ground); surface structures; secondary structures; transformers
 - ii. Gas: geographic location; line number (where available); size of pipeline above 8” in diameter or below; abandoned facilities, secondary structures.
 - b) GRANTEE Project Information: During the term of this MOU, the Parties shall work collaboratively to obtain and if feasible, add GRANTEE Project GIS location data into the ArcGIS or digital coordination system or develop separate processes to accommodate Project Work. Appropriate attributes for Project-level GIS data shall be determined by the Parties as the work progresses. The Parties’ intent is for GRANTEE Project Information to eventually be included as part of Grantee’s Two-Year Plan, as described below.
 - c) Updates. GRANTEE shall update the ArcGIS Site at least once a month to incorporate new information.

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- d) Usage. The aforementioned ArcGIS data is based upon GRANTEE’s best information but it has not been independently verified by GRANTEE. GRANTEE does not warrant the accuracy of any ArcGIS data provided for any purpose or use by any party, person or entity. CITY acknowledges that the ArcGIS Site is not intended to replace conflict checks, pot holing or applicable DigAlert requirements with respect to any CITY or third-party Work in the ROW.
 - e) GIS Data Requests. The Parties agree to use the ArcGIS Site for GIS requests to the furthest extent that such information is available on the ArcGIS Site; provided that if the CITY requires GIS data for a specific CITY Project, it is understood that GRANTEE may need to provide CITY additional information outside of the ArcGIS Site if not available therein, in accordance with the terms of the Franchises.
- 14) Two-Year Plan.
- a) Pursuant to the terms of the Franchises, as part of its application for this MOU, GRANTEE is required to submit to CITY a list of Projects GRANTEE plans to perform during the term of this MOU (“**Two-Year Plan**”). The Two-Year Plan shall become a part of each MOU.
 - b) The Two-Year Plan shall catalog GRANTEE’s planned Projects (excluding Emergency Work and Compliance Projects) by level of disruption and by the amount of coordination required with CITY staff. Projects may be classified as: (A) regular maintenance for which no street disruptions or traffic control plans are expected; (B) minor repairs or construction which will require traffic permits for less than thirty (30) days; (C) major repairs or construction which are expected to require substantial permitting from the City, impacts to traffic or surrounding properties, or which may persist for more than thirty (30) calendar days; and (D) utility undergrounding projects to be coordinated with the CITY under separate agreements.
 - c) GRANTEE shall endeavor to provide information in the Two-Year Plan regarding estimated numbers of Category 4 Compliance and Critical Infrastructure Projects based on Work in previous years; provided, CITY acknowledges that previous years’ Work may not correlate to future Work and such estimates will not dictate GRANTEE’s ability to perform Compliance and Critical Infrastructure Work.
 - d) The CITY Manager or designee may request in writing adjustments to the Two-Year Plan to account for planned changes in the ROW. Grantee shall cooperate with such requests unless reliability, safety, or compliance obligations make such adjustments impractical. Grantee shall promptly inform the City of any material changes to the Two-Year Plan and update the Two-Year Plan as appropriate.
 - b) In alignment with San Diego Municipal Code section 62.1106, GRANTEE shall submit Two-Year Plans to the CITY in a geospatial data format, or other City Engineer approved format. Two-Year plans shall include, at a minimum, the following information:
 - i. Project Name
 - ii. Point of Contact
 - iii. Location
 - iv. Start and End Coordinates, once available, in dotmaps or GIS format
 - v. Project Description
 - vi. Expected construction start date
 - vii. Expected construction end date
 - viii. Permit number, as applicable
 - ix. GRANTEE agrees to work cooperatively with CITY to modernize GRANTEE’s Two-Year Plan lists during the term of the MOU.
- 15) Permanent Survey Markers. If any Work proposed by the GRANTEE will disturb a survey marker, the GRANTEE shall have a California Registered Land Surveyor (“**CRLS**”) locate and document all surveying monuments, centerline ties, and benchmarks that shall be disturbed during construction at GRANTEE’s cost, *prior* to any physical Work commencing. Documentation shall be provided to the CITY that the surveying has been completed. If it is determined by the GRANTEE that no monuments

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will be disturbed, a CRLS must indicate and sign Survey Monument statement on the applicable CITY form prior to obtaining a TCP for such Work. Grantee shall adhere to all requirements in the DSD Information Bulletin 591, 'Survey Monuments on Plan Sets. All surveying shall be done by a CRLS or a California Registered Civil Engineer authorized to practice land surveying.

- a) GRANTEE shall be financially responsible for the CRLS to perform research for survey records for Recorded and Unrecorded Land Surveys, Pre-Construction Site field inspection of the construction area, the preparation of the Pre-Construction Corner Record for all survey monuments identified on the plans as to be disturbed; including and not limited to, property markers, centerline ties, or benchmarks and signing the Survey Monument Preservation Statement on the applicable form. The CRLS shall submit the Pre-construction and Post-Construction Corner Record to the Office of the County Surveyor and obtain an agency-indexed Corner Record issued by the County Surveyor.
 - b) GRANTEE shall not disturb property markers and centerline ties, or benchmarks without notifying the CITY and providing to the CITY a copy of the preliminary Pre-Construction Corner Record that would be submitted to the Office of the County of Surveyor. The GRANTEE shall bear the expense of replacing any survey monument that shall be disturbed without the permission from the CITY.
 - c) The CRLS shall perform surveys to prepare a Pre-Construction and Post-Construction Corner Record survey of all survey monuments to be disturbed and replaced post-construction, property markers, centerline ties, or benchmarks. The CRLS shall submit the Pre-Construction and Post-Construction Corner Record to the Office of the County Surveyor in accordance with PLS Act Section 8771 (Land Surveyors Act) per the California Business & Professions Code. The required agency-indexed Pre-Construction shall be submitted to the City prior to construction commencement. The required agency-indexed Post-Construction Corner Record shall be submitted to the City prior to the permit close-out.
 - d) GRANTEE is required to remove intact and relocate historical concrete stamps as understood through CITY Standard Drawing Sheet SDG-115. Prior to final placement, the applicable CITY Resident Engineer shall approve the location in their reasonable discretion, not to be unreasonably withheld, conditioned or delayed. If a survey monument exists in a historical concrete stamp that is being relocated, the CRLS shall prepare a Post-Construction Corner Record and remove the survey monument. If the survey monument being perpetuated cannot be removed from the historical stamp without damaging the historical stamp, an appropriate tie will be made to the reset monument and shown on the filed survey document.
 - e) For Emergency Projects, GRANTEE is responsible for any survey monuments destroyed during the Emergency Work performed.
- 16) MOU Dispute Resolution
- a) If any dispute arises between CITY and GRANTEE relating to the performance of Work under this MOU, or the interpretation of the terms of this MOU, the Party requesting resolution of the issue shall notify the other Party in writing. Such dispute shall be first addressed with the Unclassified Supervisor of the primary CITY POC involved in the work and GRANTEE's Liaison.
 - b) The Supervisor and GRANTEE's Liaison shall have fifteen (15) days to meet to resolve the dispute. If the dispute is not resolved, the CITY shall schedule a meeting to review the dispute ten (10) days thereafter. Such meeting shall include CITY and GRANTEE staff previously engaged in the dispute and each Party's Point of Contact relating to the topic of the dispute as described in the attached Appendix E – MOU Responsible Parties. More than one Responsible Party may be required.
 - c) If any dispute arises between CITY and GRANTEE relating to the jurisdiction of the CPUC, the Party requesting resolution of the dispute shall notify the other Party in writing with the relevant CPUC General Order or related Decision included. Such dispute shall be first

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- addressed between counsel of the Parties and appropriate clients and if not resolved, shall then follow the dispute resolution procedures described in Section 17 of the Franchises.
- d) If the Responsible Parties are not able to resolve the dispute through this MOU Dispute Resolution process within 30 days, either Party may subsequently invoke the provisions of Section 17 of the Franchises.
 - e) Backlogs. Separate from other types of disputes, if CITY experiences a backlog of requested permits that exceeds 200 permits or permits are aging for an average of fifteen (15) days or longer in the queue, GRANTEE may request a meeting between the CITY's Deputy Director of Engineering or their equivalent, CITY's Director of DSD or their equivalent, and the Director of Distribution Design for GRANTEE to allow GRANTEE to discuss methods to reduce the backlog.
 - f) The Dispute Resolutions proceedings in this MOU and Section 17 of the Franchises are not applicable to third-party disputes brought against the CITY or GRANTEE and are not applicable to GRANTEE's indemnification obligation pursuant to Section 13 of the Franchises.
- 17) Indemnification. The Parties incorporate, as if fully restated here, the provisions of Section 13 "Indemnity, Defense, Insurance" contained in the Electric Franchise (Ordinance 21328) and the Section 11 "Indemnity, Defense, Insurance" contained in the Gas Franchise (Ordinance 21327).
- 18) Revocation. This MOU may be revoked by the CITY Manager upon written notice delivered to GRANTEE if GRANTEE breaches any of GRANTEE's material obligations under this MOU; provided that CITY Manager must provide GRANTEE's Liaison written notice of such breach, including any supplementary data or written information documenting such breach, and CITY must provide GRANTEE at least thirty (30) days to cure such breach prior to revocation, and CITY may not revoke the MOU if GRANTEE is diligently pursuing a cure of such breach to completion. Furthermore, the CITY Manager may not revoke the MOU for the specific breach under dispute so long as the Parties are participating in the dispute resolution process regarding such breach as described in Section 16.
- 19) Request for Records. Upon written request by the CITY Engineer or their specific designee, GRANTEE shall provide to the CITY within ten (10) calendar days, and immediately in the case of a CITY Manager-declared Emergency, GIS coordinate data or other locational records as the City in its reasonable discretion requires for specific City projects or concerns, in a form and type determined by Grantee in its reasonable discretion in accordance with Good Utility Practice (as defined in the Franchises).
- a) GRANTEE's contention that information is confidential shall not relieve GRANTEE from the duty to produce the information to CITY. GRANTEE acknowledge that any information required to be submitted or provided in fulfillment of the obligations of the Franchises is a public record subject to disclosure in response to a California Public Records Act (California Government Code sections 7920.000 – 7931.000) ("CPRA") request, unless the CITY or a court of competent jurisdiction determines that a specific exemption in the CPRA applies. If GRANTEE submits information clearly marked confidential or proprietary, the CITY shall protect such information and treat it with confidentiality to the extent permitted or required by law; provided however, that the CITY shall assume no liability for having access to GRANTEE's records for official CITY purposes except by a judgment in a court of competent jurisdiction upon a claim arising from the established active negligence, sole negligence or willful misconduct of the CITY, its officers, agents, or employees. It shall be Grantee's responsibility to provide to the CITY the specific legal grounds on which the CITY can rely in withholding information from public disclosure should GRANTEE request that the CITY withhold such information. General references to sections of the law will not suffice. Rather, GRANTEE shall provide a specific and detailed legal basis, including applicable case law or other law that reasonably establishes the requested information is exempt from disclosure. If, at the time the documents are provided to the CITY, GRANTEE does not provide a specific and detailed legal basis for requesting the CITY to treat the information as confidential, to

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protect it from release, and to withhold alleged confidential or proprietary information from CPRA requests, the CITY is not required to treat the information as being confidential and may release the information as required by the CPRA upon request. When reviewing any request by GRANTEE for confidentiality, the CITY will consider applicable CPRA exemptions relating to records concerning geological and geophysical data relating to utility systems development that are obtained in confidence from any person.

- b) CITY shall not be required to execute any non-disclosure agreement with GRANTEE to obtain prompt confidential access to GRANTEE's records for Facilities in the ROW, except by order of a Governmental Authority or court having jurisdiction to impose such requirement. Absent such order, CITY may, but shall not be required, to execute non-disclosure agreements with GRANTEE respecting the locations of GRANTEE's Facilities.
- 20) Security and Safety of Work Area. GRANTEE shall bear sole responsibility for the security and safety of the Work Area relating to any Work performed by or under the direction of GRANTEE. GRANTEE shall be responsible for the maintenance, cleanup, and securing of the Work Area, as appropriate, immediately following each day's work to ensure security and safety. CITY has no obligation to secure or provide oversight of the Work Area or provide staffing or resources to GRANTEE relating thereto.
- 21) Hazardous Substance. GRANTEE shall not allow the illegal installation, storage, utilization, generation, sale or Release of any Hazardous Substance or otherwise regulated substances in, on, under or from the Work Area by any of GRANTEE's officers, employees, agents, contractors, invitees and guests. GRANTEE shall, prior to initiating any operations, obtain all required approvals from applicable Governmental Authorities, including without limitation the San Diego County Department of Environmental Health, local fire agencies, the San Diego County Department of Weights and Measures, the San Diego County Air Pollution Control District, and the San Diego Regional Water Quality Control Board. Installing, utilizing, storing, or any other presence of a Hazardous Substance includes boxes, bags, bottles, drums, cylinders, above or below ground tanks, equipment with tanks, or any other type of container, equipment or device which holds or incorporates a Hazardous Substance or hazardous waste.
- 22) Release. For all purposes of this MOU, a “**Release**” shall include without limitation, any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or otherwise disposing of a Hazardous Substance into the environment.
- 23) Hazardous Substance. For all purposes of this MOU, “**Hazardous Substance**” shall mean any substance listed by the U.S. Environmental Protection Agency or the State of California as a hazardous substance, and all types of petroleum-related substances and their chemical constituents.
- 24) Remediation. If GRANTEE's occupancy, use, development, maintenance, or restoration of the Work Area results in a Release of a Hazardous Substance, GRANTEE shall pay all costs of remediation and removal of the Hazardous Substance in accordance with all Applicable Laws, including an order of a Governmental Authority.
- 25) Removal. GRANTEE shall be responsible for all costs incurred by CITY to remove any container, equipment or device requiring disposal or removal brought onto the ROW by GRANTEE as required by Applicable Laws, including an order of a Governmental Authority.
- 26) Notice of Release. If GRANTEE knows or has reasonable cause to believe that a Hazardous Substance has been released on, from or beneath the MOU Area, GRANTEE shall immediately notify CITY and any appropriate regulatory or reporting agency pursuant to California Code of Regulations Title 19 and any other applicable laws or regulations. GRANTEE shall deliver a written report thereof to CITY within three (3) days after receipt of the knowledge or cause for belief and submit any required written report is to regulatory or reporting agencies as required by regulation or law. If GRANTEE knows or has reasonable cause to believe that such substance is an imminent release or is an imminent substantial danger to public health and safety, GRANTEE shall take all actions necessary to alleviate the danger. GRANTEE shall immediately notify CITY in writing of any violation, notice to comply, or notice of violation received or the initiation of environmental actions or private suits related to the MOU Area.

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- 27) Subcontractors. All construction work requiring a licensed contractor pursuant to California Business & Professions Code sections 7000- 7191 shall be done by contractors appropriately licensed within the State of California. For Category 1 Projects, the contractor performing the Work and their POC shall be listed in the Portal.
- a) Upon written request by the CITY, GRANTEE shall, within ten (10) calendar days, provide the CITY with applicable insurance documentation and certifications, relating to Work under this MOU.
- 28) NPDES. GRANTEE shall comply with all applicable requirements of the NPDES Permit in force on the Effective Date (i.e., Permit No. R9-2013-0001), and all amendments thereto and all applicable succeeding NPDES Permits.
- 29) Storm Water Management. GRANTEE shall comply with all applicable requirements of the San Diego Municipal Code Chapter 4, Article 3, Division 3: Storm Water Management and Discharge Control (the “**Stormwater Code**”), and employ “**Best Management Practices**,” as that term is defined by the Stormwater Code, and as approved by CITY, in its governmental capacity, under its Stormwater Management Program. Failure to comply may subject the GRANTEE to administrative and/or judicial remedies.
- 30) Joint Utilities Coordinating Committee. GRANTEE commits to participating in the Joint Utilities Coordinating Committee. Once the Joint Utilities Coordinating Committee is established, the appropriate staff and leadership representing CITY and GRANTEE will be identified to attend meetings of the Committee and any appropriate subcommittees.
- 31) Administrative MOU Training. GRANTEE and the CITY commit to holding collaborative trainings to provide an overview of the agreements made within this MOU. At minimum, these trainings will be held every two years within 3 months of the MOU Effective Date. It shall also be the individual responsibility of the CITY and GRANTEE to provide training to their internal team members and associated contractors on the terms of the MOU.

(Signature page follows.)

**CITY OF SAN DIEGO ADMINISTRATIVE MEMORANDUM OF UNDERSTANDING WITH
SDG&E REGARDING GAS AND ELECTRIC FRANCHISE AGREEMENTS**

IN WITNESS WHEREOF, the Parties have caused this MOU to be executed as of the last date below:

CITY OF SAN DIEGO


Todd Gloria (Dec 5, 2025 15:09:56 EST)
By: Todd Gloria
Its: Mayor

12/05/2025
Date:

Approved as to form:


By: William Smith
Its: Deputy City Attorney

12/01/2025
Date:

SAN DIEGO GAS & ELECTRIC COMPANY


Scott Crider (Dec 10, 2025 10:52:02 PST)
By: Scott B. Crider
Its: President

12/10/2025
Date:

Approved as to form:


Glenn B. Mueller (Dec 1, 2025 12:53:58 PST)
By: Glenn Mueller
Its: Senior Counsel

12/01/2025
Date:

APPENDIX A: MAINTENANCE, INSPECTION AND LOW IMPACT PROJECTS UNDER CATEGORY 1

The following are approved maintenance, inspection and low impact projects Category 1 projects as described in Section 5.2. For all Category 1 projects, GRANTEE will apply for an SSWBF and a TCP, as applicable.

For projects to be considered Category 1 projects, they must meet the following criteria:

- No ground disturbance
- No permanent impact or alteration to any CITY Infrastructure (CITY Infrastructure is replaced in kind).
- No Work in ROW under Moratorium.
- GRANTEE Facilities are not being installed in a manner that would restrict sidewalk clearance to less than 48” or within 10’ of a pedestrian ramp/curb return.^[1]
- Work does not take place in any sensitive archeological or paleontological areas.

Approved Projects

- Access to manholes within the ROW
- Valve maintenance/inspection/repairs with no ground disturbance
- Regulator station maintenance/inspection/repairs
- Maintenance of existing poles within a 2-foot radius
- Work to open pad mounted or subsurface facilities for design purposes
- Replace transformers (like-kind with no ground disturbance)
- Replace terminator with a transformer (like-dimension with no ground disturbance)
- Replace capacitors
- Replace switches in kind
- Change fuses
- Change out arm, equipment (pins & insulators, transformers, arms)
- Pole replacements/removal (like-kind with no ground disturbance)
- Overhead cable replacement, maintenance, and adjustments up to 300’
- Installing anchor-guy beneath existing conductors; pole remains in place and non-emergency failing pole & replacement/anchors
- Repair handhole (like-kind)

^[1] Note that this classification is for determination of whether Work falls under Category 1, and does not speak to the application of the Americans with Disabilities Act or other CITY Requirements to GRANTEE’s Facilities

CITY OF SAN DIEGO ADMINISTRATIVE MEMORANDUM OF UNDERSTANDING WITH SDG&E REGARDING GAS AND ELECTRIC FRANCHISE AGREEMENTS

APPENDIX B – COMPLIANCE DEADLINES

Electric Transmission

HFTD Tier (Location)	Level (Severity)	Compliance Deadline (From date of identification)
3	1	30 Days
3	2	6 Months
3	3	60 Months
2	1	30 Days
2	2	12 Months
2	3	60 Months
0	1	30 Days
0	2	36 Months
0	3	60 Months

Electric Distribution

- 12 months for most infractions
- 6 months for Fire Safety-related infractions

Gas Distribution and Transmission

- Per CPUC Natural Gas Safety Standards (GO112F): 90 days from discovery of a potential compliance event
- Pipeline and Hazardous Materials Safety Administration Regulations requiring integrity management assessments required to be performed on GRANTEE’s gas transmission system by December 31, 2029, in accordance with 49 CFR Part 192 subpart O.
- Cathodic Protection: 365 days from discovery of a potential compliance event.

CITY OF SAN DIEGO ADMINISTRATIVE MEMORANDUM OF UNDERSTANDING WITH SDG&E REGARDING GAS AND ELECTRIC FRANCHISE AGREEMENTS

APPENDIX C – Guiding Document for GRANTEE Emergency Work in the CITY ROW

1) Goals for the work process

Define and streamline the procedures required for Emergency Work.

- a) Enhance and formalize communication between GRANTEE and the CITY so that all parties stay better informed, which will minimize claims and notices of violations (NOVs) due to street repair.
- b) SDG&E can reduce the long-term use of trench plates for emergency repairs. This will enhance public safety and improve community relations.
- c) Minimize the temporary trench repair (cold mixed Asphalt) and maintenance, minimizing any safety hazard that emergency excavation might cause to the public.
- d) All temporarily restored trenches shall be maintained flush with the adjacent pavement until final resurfacing.
- e) Trench plates shall be installed per the 2021 Greenbook (Section 5-7.8) and the Whitebook, if utilized.
- f) SDG&E shall complete the final restoration per the current City Standard Drawings and Street Preservation Ordinance. (The Standard Drawings and SPO provide guidance on restoration limits, street damage fee rates, paving thicknesses, slurry seal requirements, and timelines).
- g) The RE may request SDG&E to make reasonable modifications to the work within the boundaries of the work area.
- h) The final street restoration must be completed within 180 days of the trench cap (base paving).
- i) This repair process is only for asphalt concrete streets (backfilling and base paving the trench).
- j) The current emergency repair process for Portland cement concrete pavement streets, alleys, and sidewalks (detailed below) will remain unchanged.
- k) For electrical emergency projects, the term (Assessment Phase) is used to identify that the SDG&E crew is troubleshooting to determine the location of the emergency. The emergency excavation form will be submitted after the precise repair location/address is determined before the emergency repair work commences.
- l) The trench will consist of:
 - i) Bedding Zone: a maximum of 12” from the bottom of the pipe.
 - ii) Subgrade: This consists of a Class 2 base.
 - iii) Base Paving: 12” of $\frac{3}{4}$ ” Asphalt Concrete.
- m) For trenches greater than 48” in depth, additional testing, and inspection of the backfill process are required; see item 4 below.
- n) The process will be closely monitored and periodically evaluated for any modifications or updates, or it can be revoked.

2) Definition of Emergency Work Per AMOU Category 3:

For the Definition of Emergency Work per the Administrative MOU Section 5 (Category 3: Emergency Projects)

3) Process Workflow

- a) Emergency is identified
- b) SDG&E crews are dispatched to mitigate the condition.
- c) During business hours or after hours: The SDG&E supervisor will notify the City of San Diego by submitting the Emergency Excavation Form.
(<https://www.sandiego.gov/tsw/unplannedexcavation>)
- d) SDG&E shall email the Field Inspection Team area RE and the area supervisor if any work is being tested by a third-party lab prior to its commencement.

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- e) SDG&E crews stabilize the site and ensure public safety during and after the emergency repair process.
- f) SDG&E will submit the lab request form via email and cc the area RE by noon the day before the street base repair paving is scheduled.
- g) SDG&E crews shall complete the emergency trench repair to match the adjacent pavement. (See the detailed process below).
- h) Once the permit is issued, it shall be communicated to the area RE utilizing the established method of handling SDG&E permit, which consists of scheduling a pre-construction meeting with the area RE to address permit requirements, determining a start date, and scheduling city lab for all remaining required tests.

4) The backfilling process will be as follows:

- a) Per the 2021 Greenbook Section 217-2 TRENCH BACKFILL, “Backfill Zone” is defined as “The backfill zone is the zone limits from the subgrade to 12" above the top of pipe.”
- b) The area RE will be notified of the emergency project.
- c) SDG&E is responsible for providing/arranging Quality Control (QC) testing to ensure all backfill, subgrade, base, and paving materials placed in the City ROW fully conform to the appropriate City Standards regarding Relative Compaction and material quality and disposition. SDG&E shall contract with a city-approved Caltrans-certified third-party lab for QC testing needs if SDG&E does not have the ability to provide QC testing internally.
 - i) Lab, testing equipment, and staff must be certified to perform all testing necessary to meet specified sampling and testing requirements. The Caltrans Qualified Laboratory Inspection Report and individual Certificates of Proficiency issued by Caltrans, ACI, or approved equivalent shall be made available to the City Laboratory Manager upon request.
 - ii) Test requirements and methods shall be as specified in the most currently adopted Greenbook, Whitebook, and City Standard Drawings editions.
- d) The Approved Lab shall be present during the backfill operations and during the placement and compaction of subbase and paving materials. The Approved Lab will provide the following:
 - i) The Approved Lab will submit the source of the material (plant name and location), maximum density curve, optimum moisture, sand equivalent, and gradation testing during initial testing and whenever material source or type changes.
 - ii) Each time a repair is performed and tested by the Utility’s Approved Lab, the Approved Lab shall submit compaction test reports, the type or classification of material used, the max density value used, and the source of the material to the City’s Resident Engineer when requested. The City will verify material properties based on current values on record, the plant’s moving averages, or values generated from a plant inspection by City Lab Staff as necessary.
 - iii) Compaction test reports shall indicate the specific depth and locations of field tests and description of materials used or encountered. A description of equipment used, lift thickness, and brief procedure description shall be provided to substantiate equipment capabilities and results obtained.
 - iv) Prior to any field Relative Compaction testing, material samples must be processed to determine laboratory max density and optimum moisture content.
- e) In all cases, backfill material shall be placed and compacted in accordance with Greenbook Section 300-4 and City Whitebook Section 301-1.3 “Relative Compaction”.
- f) All test results shall be submitted to the RE.

5) The subgrade compaction test:

- a) The area RE shall be notified in advance of any necessary Quality Assurance (QA) testing.

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- b) SDG&E shall coordinate with the RE and schedule the City lab to perform QA testing for subgrade compaction prior to proceeding with any base paving.
 - c) In all cases, the subgrade shall be placed and compacted in accordance with 2021 Greenbook Section 300-4 and City Whitebook Section 301-1.3 “Relative Compaction.
- 6) The Asphalt Concrete (base paving) will be as follows:**
- a) The area RE shall be notified prior to proceeding with base paving operations.
 - b) The RE will verify the tack coat of the existing asphalt edges, asphalt thickness, and the asphalt materials to be placed consistent with street classifications as shown in SDG-107, the delivery tickets, including the source of the AC material, size, and AC mix type per Greenbook, Whitebook, and Standard Drawings.
 - c) Existing asphalt shall be straight and cleanly saw-cut without chipping or breaking the adjacent pavement. All edges shall be clean and vertical. All cuts shall be parallel or perpendicular to the street centerline with 90-degree corners.
 - d) The base pave asphalt shall be compacted to 95% min relative compaction in all cases.
 - e) Requests for QA testing by City Lab must be submitted before noon on the day prior to the desired testing date.
- 7) The current Portland cement concrete streets, alleys, and sidewalk emergency repair process will remain unchanged, and as follows:**
- a) Emergency is identified.
 - b) The SDG&E Crews are dispatched to mitigate the condition.
 - c) During business hours or after hours: The SDG&E supervisor will notify the City of San Diego” submit the Emergency Excavation Form: <https://www.sandiego.gov/tsw/unplannedexcavation>
 - d) The SDG&E crews stabilize the site and ensure public safety during and after the emergency repair process.
 - e) A temporary hot mix asphalt layer is being placed flush with the adjacent pavement until a permit is issued for the final concrete panel restoration.
 - f) The SDG&E crew is responsible for trench maintenance.
 - g) Upon permit issuance, the limits of the final concrete panels will be determined according to the approved construction plans, most current Standard Drawings and SPO.

Emergency Permit Coordination In cooperation with DSD review staff, the list of emergency projects will be discussed biweekly for status updates.

- 8) Delivery of Permit** SDG&E shall apply for a permit per the AMOU Section 6C (Permitting Requirements, Category 3), see page 6.
- 9) General notes**
- a) All City lab test requests must be submitted via email materialstestinglab@sandiego.gov before noon the day before scheduled work, and Cc the area RE.
 - b) The lab request form is attached: https://www.sandiego.gov/sites/default/files/public_works_lab_request_information_template_0.pdf
 - c) FIT RE Map link: <https://sandiego.maps.arcgis.com/apps/instant/sidebar/index.html?appid=1dc48f6818674c6d9d0836657f3a7071>
 - d) Emergency Excavation Notification link: <https://www.sandiego.gov/tsw/unplannedexcavation>

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- e) For all SDG&E emergency projects, the CITY staff will charge on the SDG&E general Internal Order number (IO#) without providing a PRJ/PMT.
- f) Traffic Control setup and No-Parking Signage requirements will follow the current process implemented by the SDG&E crews while mitigating the emergency.

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APPENDIX D – Permit Closeout

- 1) The permit closeout process shall be according to the most recent Greenbook/Whitebook.
- 2) The GRANTEE shall notify the CITY (the assigned Resident Engineer – RE) in writing once the construction is completed and request to close out the project in writing via email.
 - a) The assigned FIT RE and GRANTEE shall be included in the request.
- 3) The CITY shall facilitate the Walk-through, verifying the items below have been completed:
 - a) All temporary equipment has been removed from the Site.
 - b) Thoroughly cleaning the site and removing all markouts and construction staking.
 - c) All approved Field Changes have been implemented into the approved Construction Plans or Construction Change, if applicable.
 - d) Approved Post-Construction corner record/ Record of Survey or a CRLS letter has been provided, if applicable.
 - e) All BMP setup and inlet covers have been removed.
 - f) All TCP setups have been removed.
 - g) All work has been completed per the approved Construction Plans, Construction Change or Field Changes.
- 4) The CITY will provide a punchlist that must be completed before project closeout, if applicable.
 - a) GRANTEE shall not be required to complete punch list items outside of the project area or outside of the scope of work detailed on the approved Construction Plans, Construction Change or Field Changes.
- 5) Once the punchlist is completed, the CITY will finalize the permit close-out and notify GRANTEE in writing once it is completed.

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APPENDIX E – MOU RESPONSIBLE PARTIES



THE CITY OF SAN DIEGO

CITY OF SAN DIEGO RESPONSIBLE PARTIES

DEPARTMENT OF GENERAL SERVICES

Musheerah Little	Director	MLittle@saniego.gov
Heather Werner	Deputy Director	hwerner@saniego.gov

DEVELOPMENT SERVICES DEPARTMENT

Elyse Lowe	Director	elowe@saniego.gov
Rimah Khouri-Velez	Assistant Director	rkhour@saniego.gov
Manjit Singh	Deputy Director	SinghM@saniego.gov

ENGINEERING & CAPITAL PROJECTS DEPARTMENT

Rania Amen	Director	raniaamen@saniego.gov
Myrna Dayton	Assistant Director, DCE	mdayton@saniego.gov
Luis Schaar	Assistant Director, CMFE	lschaar@saniego.gov

DEPARTMENT OF INFORMATION TECHNOLOGY

Scott Daeschner	Deputy Director, GIS	sdaeschner@saniego.gov
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TRANSPORTATION DEPARTMENT

Bethany Bezak	Director	bjbezak@saniego.gov
Naomi Chavez	Assistant Director	chavezn@saniego.gov

OFFICE OF THE CITY ATTORNEY

William Smith	Deputy City Attorney	SmithWT@saniego.gov
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Appendix E – SDG&E Administrative MOU Responsible Parties

Public Affairs

Brittany Applestein-Syz	VP of External Affairs and Communications	bsyz@sdge.com	(619) 997-9722
Katelyn Hailey	Manager- Regional Public Affairs	khailey@sdge.com	(619)798-0842

Customer Project Management, Design, and Construction

Will Speer	VP of Electric Engineering and Construction	wspeer@sdge.com	(619) 921-4898
Jennifer Summers	Director of Customer Project Management	jsummers@sdge.com	(858) 264-7489
Kelli Fitzgerald	Manager of Planning	kfitzgerld@sdge.com	(760) 791-2979
Cedric Moore	Project Manager Distribution Undergrounding	cmoore8@sdge.com	(858) 585-5123

Affordable Housing Designated Representative

Lisa Marrujo	Project Planning Supervisor	lmarrujo@sdge.com	(619) 323-6779
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Distribution Design

John Baranowski	Director of Distribution Design	jbaranowski@sdge.com	(619) 458-1249
Monique Shelby	Design Governance and Optimization Manager		
Shelley Williams	Permitting Manager	Swillia3@sdge.com	(619) 890-3486
Shaun McMahon	Sr. Municipality Advisor	smcmahon@sdge.com	(619) 681-4340

Construction

Linh-Chi Hua	Director of Construction and Vegetation Management	lhua@sdge.com	(619) 458-1249
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Dig Alert Questions

Joshua Crocker	Gas Construction Supervisor	jcrocker@sdge.com	(619) 209-0091
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Account Manager/Billing

Bryce Tiernan	Business Services Manager	btiernan@sdge.com	(619) 372-0873
Kelvin Ellis	Business Services Account Supervisor	kellis@sdge.com	(858) 276-9532
Janell Rihan	Sr. Account Executive	jrihan@sdge.com	(858) 276-9532
Bertha Blas	Principle Business Service Analyst	bblas@sdge.com	(619) 372-1965

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APPENDIX F – ARCGIS ACCESS CONTROL REQUIREMENTS

1. Passwords Standards:

- 8 character minimum
- Use at least 3 of the 4 complexity options:
 - i. upper-case letter
 - ii. lower-case letter
 - iii. number
 - iv. special character
- Maximum password age 90 days (must rotate password every 90 days)

2. Unique Users:

- Each user account should be assigned to an individual user
- Account credentials should not be shared

3. End Point Anti-Virus:

- Users shall have anti-virus/anti-malware software installed on the end point they are using to access the ArcGIS platform