

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT REQUEST FOR GAS AND ELECTRIC SERVICE FOR CITY-OWNED FACILITIES	Number 55.90	Issue 9	Page 1 of 3
Effective Date January 19, 2018			

1. PURPOSE

- 1.1. To establish the procedure by which City-owned facilities may be supplied electric and gas utility services and how changes to existing services shall be accomplished.
- 1.2. To designate departmental responsibilities for initiating energy utility service or altering energy utility service.

2. SCOPE

- 2.1. The provisions of this Regulation apply to all gas and electric utility service requests initiated by City Departments.

3. DEFINITIONS

- 3.1. Design Department - The Department/Division responsible for the design of a facility.
- 3.2. Requesting Department - The Department/Division that requests initiation, changes, or cancellation of utility. (May be the same as *Benefitting Department*)
- 3.3. Benefitting Department - The Department/Division that is responsible for the energy consumed by a given account. (May be the same as *Requesting Department*)

4. POLICY

- 4.1. The Energy Service Order (ESO), Form ECM-001 is used to:
 - 4.1.1. Formally transmit a request to:
 - a. provide electrical or gas service to a new facility;
 - b. change the service supplied to meet revised requirements for an existing account;
 - c. stop providing service to an existing account, which also may include removal of the service.

(Supersedes Administrative Regulation 55.90, Issue 8, effective January 1, 2011)

Authorized

Signature on File

CHIEF OPERATING OFFICER

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 55.90	Issue 9	Page 2 of 3
REQUEST FOR GAS AND ELECTRIC SERVICE FOR CITY-OWNED FACILITIES	Effective Date January 19, 2018		

- 4.1.2. Provide billing, energy, and other information to:
 - a. the utility providing the services;
 - b. the Environmental Services Department, Energy & Sustainability Division (which processes the City's energy bills).

4.2. Request for Service

4.2.1. New Electric and/or Gas Service

- a. The *Design Department* shall confirm code compliance of the system being serviced and notify the utility company of any coordinating problems regarding connections requirements.
- b. The *Design Department* shall work with the *Requesting Department* to ensure accuracy of the ESO Form.
- c. A copy of all service orders will be emailed to the Energy & Sustainability Division.
- d. If approved, the Energy & Sustainability Division shall email San Diego Gas and Electric (SDG&E) to initiate service for all new energy accounts.
- e. If the request is disapproved, the Energy & Sustainability Division will notify the *Requesting Department* in writing the reason for disapproval.

4.2.2. Changes to or Cancellation of Services:

- a. The *Requesting Department* shall send the completed ESO Form to the Energy & Sustainability Division.

4.2.3. Request Other than Routine:

- a. If a request is other than routine and will involve the expenditure of City funds for special services or equipment, the *Design Department*, or *Requesting Department* shall refer the request to the Purchasing & Contracting Department.
- b. The Purchasing & Contracting Department shall consult with the *Design Department* or the *Requesting Department* and with their assistance conclude the negotiation of any special contracts required with SDG&E or other energy supplier.

4.3. Funding for Gas and Electric Service Request

- 4.3.1. City accounting information for the *Benefitting Department* shall be provided in the ESO Form by the *Design Department* or *Requesting Department*.
- 4.3.2. Changes to funding lines for City energy accounts are to be communicated by the *Benefitting Department* via email to the Energy & Sustainability Division, as necessary.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT REQUEST FOR GAS AND ELECTRIC SERVICE FOR CITY-OWNED FACILITIES	Number 55.90	Issue 9	Page 3 of 3
Effective Date January 19, 2018			

4.3.3. Gas and electrical invoices are paid via the City’s Electronic Data Interchange and SAP Systems. Responsibility for maintaining and managing utility account information belongs to the Energy & Sustainability Division.

5. RESPONSIBILITY

- 5.1. City Departments are responsible for submitting requests for gas and electric service at City-owned facilities.

- 5.2. Environmental Services Department is responsible for submitting requests to SDG&E for initiating and terminating gas and electric service at City-owned facilities.

APPENDIX

Legal References

Not applicable.

Forms

ECM-001 Energy Service Order

Subject Index

Electric Service – Request for Service

Gas Service – Request for Service

Utilities – Request for Service

Administering Department

Environmental Services Department

**CITY OF SAN DIEGO
ENERGY SERVICE ORDER**

FOR INSTRUCTIONS SEE A.R. 55.90

- NEW
- CANCELLATION
- TRANSFER
- OTHER

MULTIPLE METERS:

- YES
- NO

SERVICE ADDRESS:

SERVICE START DATE:

OTHER INFORMATION:

TYPE OF JOB:

CITY FORCES:
CONTRACTOR:

NAME

BENEFITTING DEPARTMENT:

APPROVAL: REQUESTING DEPARTMENT

REQUESTED BY:
REQUESTING DEPT:

PHONE:
DATE:

FOR STREET LIGHT & TRAFFIC SIGNAL ACCOUNTS ONLY

TYPE OF INSTALLATION	LIGHT(S)	SIZE OF LAMP	
		LUMENS	WATTS
<input type="checkbox"/> OVERHEAD LIGHT <input type="checkbox"/> ORNAMENTAL LIGHT <input type="checkbox"/> TRAFFIC SIGNAL <input type="checkbox"/> FLOOD LIGHT <input type="checkbox"/> COMMERCIAL LIGHT <input type="checkbox"/> RESIDENTIAL LIGHT <input type="checkbox"/> POWER <input type="checkbox"/> OTHER: _____	<input type="checkbox"/> ALL NIGHT <input type="checkbox"/> PART NIGHT TYPE OF LIGHT <input type="checkbox"/> LED <input type="checkbox"/> INDUCTION <input type="checkbox"/> INCANDESCENT <input type="checkbox"/> MERCURY <input type="checkbox"/> SODIUM <input type="checkbox"/> OTHER	CLASS OF SERVICE	S.L. SERVICE
		_____ VOLTS _____ KW _____ PHASE _____ HP	<input type="checkbox"/> 6.6 AMP <input type="checkbox"/> 20 AMP <input type="checkbox"/> MULTIPLE

LIGHTING DISTRICT: _____

ENERGY DATABASE INFORMATION REQUIREMENT

PLEASE INDICATE ENERGY TYPE(S) FOR THIS ACCOUNT

514100
ELECTRIC

514101
GAS

514102
STREET LIGHTING/
TRAFFIC SIGNALS

514103
SPECIAL DISTRICTS
STREET LIGHTING

514106
TRAFFIC
SIGNALS

1. FACILITY NAME: _____
2. FACILITY USE: _____
3. SIZE (SQ. FT.): _____
4. YEAR BUILT: _____
5. DEPT NAME: _____
6. DIVISION NAME: _____
7. COST CENTER #: _____
8. INTERNAL ORDER #: _____
9. WBS #: _____
10. FUND #: _____
11. CONTACT NAME: _____
12. CONTACT PHONE #: _____
13. E-MAIL: _____

TO BE COMPLETED BY ENERGY & SUSTAINABILITY DIVISION

GROUP BILL:	
ACCOUNT #:	
METER #:	
DATE ACTIVE IN EDI:	
SDGE ACCOUNT ADDRESS:	