

**AGENDA
CITY OF HARTFORD
FINANCE & PERSONNEL COMMITTEE
CITY HALL COUNCIL CHAMBERS
TUESDAY, SEPTEMBER 8, 2020
6:30 P.M.**

1. Call to order.
2. Roll call.
3. Public comment period.
4. Discussion and consideration of denying a personal injury claim for Patricia Taylor. (Executive Summary attached)
5. Discussion and consideration of denying a property claim by Richard Purman. (Executive Summary attached)
6. Discussion and consideration of the addition of a 3rd part-time Floater Communications Officer to the approved staffing levels, to be filled by former Communications Officer Brooke Courtney, contingent upon Police and Fire Commission approval as set forth by State Statute 62.13(4)(a). (Executive Summary attached)
7. Discussion and consideration of authoring appropriate City officials to increase the Municipal Recycling Service Rate charged on monthly utility bills from \$7.00 per month to \$7.35 per month beginning on January 1, 2021. (Executive Summary attached)
8. Adjournment.

NOTE: "PERSONS WITH DISABILITIES REQUIRING SPECIAL ACCOMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE CITY CLERK AT LEAST ONE (1) BUSINESS DAY PRIOR TO THE MEETING."

"MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE ABOVE MEETING, PURSUANT TO STATE EX REL. BADKE V. GREENDALE VILLAGE BOARD, 173 WIS 2D 553, 494 N.W. 2D 408 (1993). SUCH ATTENDANCE MAY BE CONSIDERED A MEETING OF THE COMMON COUNCIL. THIS NOTICE IS GIVEN SO THAT MEMBERS OF THE COMMON COUNCIL MAY ATTEND THE MEETING WITHOUT VIOLATING THE OPEN MEETING LAW."

EXECUTIVE SUMMARY

Title: Personal Injury Insurance Claim Submitted by Patricia Taylor

Background: On January 25, 2020 Patricia Taylor twisted her ankle in the snow leaving the Harthaven Apartments parking lot. Ms. Taylor submitted a Notice of Claim in March; however, she did not submit the money damages being sought until recently in order for the claim to be properly reviewed. Ms. Taylor is claiming \$9,501 in medical bills and emergency services.

The Liability Claims Adjuster from CVMIC believes the City of Hartford did not cause any unsafe condition, nor allow one to persist as it would be impossible to remove all snow from parking lots and curb areas around the complex.

It is the recommendation of the City's Insurance Review Committee, as well as CVMIC Representative Allison DeFranze, that this claim be denied.

Fiscal Impact: \$9,501

Recommendation: That the personal injury claim for Patricia Taylor be denied.

PREPARED BY: Julie Hanrahan DATE: 7/22/2020
Julie Hanrahan, Administrative Assistant

REVIEWED BY: Lori Hetzel DATE: 07/24/20
Lori Hetzel, City Clerk

Ian Prust DATE: 7/22/2020
Ian Prust, City Attorney

Justin Drew DATE: 7/22/20
Justin Drew, Community Development Director

APPROVED BY: Steve Volkert DATE: 7/23/20
Steve Volkert, City Administrator

ROUTING: Finance & Personnel Committee: August 4, 2020
Common Council: August 25, 2020



City of Hartford

CITY HALL - 109 NORTH MAIN STREET - HARTFORD, WI 53027-1591

NOTICE OF CLAIM

Claimant Name: Patricia M. Saylor Date of Accident: Jan. 25, 2020
 Address: 33 High St. apt 202 Time: Sat. 2:00 PM
 Phone: 262-422-4093 Location: Wine Way
 (Home) (Work)

Type of Claim: Auto Damage on City Street Personal Injury
 Sewer Backup Property Damage
 Other

Weather Conditions (Clear/Rainy/Icy/Slippery/Snowy, etc.): Slippery Slushy Snow

It is imperative that you list (for auto damages) the street, and if it is the north, south, east, or west corner. Draw a diagram on the back of this form, showing location.

Was a contractor working in this area? no

Was a Police Report taken? no If so, it must be attached to this claim.

Was any medical attention given? yes If so, list physician's name: Dr. Sizenoski

What City Department, if any, did you contact?

Who did you speak with? My daughter spoke with Deena, mgr. at the

Were there witnesses? no If yes, give name(s): Betty Suple, Arthur's 2 sisters.

CIRCUMSTANCES OF CLAIM

Because it snowed the night before, I and other tenants moved my car out of the parking lot for plowing. I parked in St. Kickens lot across Johnson St. I was going to get

(If additional space is needed, please use reverse side)

PLEASE TURN IN COPIES OF ANY BILLS, ESTIMATES, ACCIDENT REPORTS, ETC. FOR OUR INFORMATION.

If any property or automobile damage is involved, please furnish two estimates with this claim. Return to: City Clerk's Office, City of Hartford, 109 North Main Street, Hartford, WI 53027.

CLAIM

Note: You are not required to make a claim at this time. As long as you have filed the above Notice of Claim you may file a claim with the City at any time consistent with the applicable statute of limitations. However, in order for the City to formally accept or deny your claim at this time, the following claim must be completed and signed.

The undersigned hereby makes a claim against the City of Hartford in the dollar amount of \$ 9,501 unknown arising out of the circumstances described above. (To process this claim, it is necessary to support in detail the money damages being sought.)

CLAIMANT SIGNATURE: Patricia M. Saylor

Date: Mar 8 2020

My vehicle to park lot back in our parking lot after it was plowed. I had my dog Hope with me as I stood at the top of the driveway looking up and down Johnson Street before crossing. Satisfied the road was clear, I stepped with my right foot onto the apron portion of the drive; my foot slid down the apron, I heard a crack and before I fell down, I somehow twisted my body around and landed on my knees in a snowbank. I hollered for help but no one heard me. I let go of Hope's leash and she went back down the sidewalk to the front entrance and stared at Ginny. Ginny picked up her leash and Hope led her back to me. Ginny ran inside and told Betty. At that point, Betty came running outside, along with two daughters who were moving their mother out, and a neighbor down the street. Between the ladies, one appeared with the wheelchair and others lifted me up into the chair. Betty called an ambulance. I was taken to Hartford Hospital ER then was admitted for surgery. Had surgery on Monday (2 days later) January 27. I was then transported to Lake Country Health Services in Summit (Oconomowoc). I remained there until February 28 when I was discharged early because my insurance quit paying. As of today, March 7, 2020, I have not been directed to put any weight on my right foot. My next appointment with the ortho surgeon Dr. Sizenski is March 10.

March 10, 2020 driven to appointment with Dr. Sizensky, my orthopediac surgeon. At this time he removed the ace bandage for good. He recommended that I wear the big boot and walk each day, putting a little weight on the injured right foot. I am to continue with Aurora Home Care and work with my Physical Therapist doing exercised of foot and also walking. I am to see Dr. Sizensky again in 4 weeks.

Suffered pain and swelling from Jan 25, 2020 thru present May 30, 2020

Three bones in ankle broken; one break was a compound break

Heel was out of joint because the joint was broken

Torn ligaments

Metal Plate and screws inserted to repair heel//joint.

No weight bearing on injured foot from Jan 25 2020 thru Mar. 10, 2020

Minimum weight bearing from Mar 10, 2020 with progressively more thru present. Cannot put full weight bearing on it.

Aurora Hosp	\$1740
	1800
Hartford Emergency Squad	225
Lake Country Fire and Rescue	225
	225
Lifestar Emergency Medical Services	86
Pain and Suffering	5000
Pain pills, chair rental, follow-up	
Future apointments w/surgeon, misc.	200
TOTAL	\$9, 501

Julie Hanrahan

From: Allison C. De Franze <acd@cvmic.com>
Sent: Tuesday, July 21, 2020 4:32 PM
To: Julie Hanrahan
Subject: Patricia Taylor v City of Hartford

Hi Julie,

I am in receipt of the above claim that has been filed against the City of Hartford by Patricia Taylor. As you are aware, the City is self-insured for this loss and should the City decide to settle this matter, any settlement would come from City funds.

Based on the information that I have received, it is my understanding that the claimant slipped and fell on January 25, 2020, due to snow on the ground from the night before.

The City had no prior notice of any dangerous condition. The City did not cause any unsafe condition, nor allow one to persist. Based on this, it is my opinion that the city is meeting the standard of reasonable care, which is the standard that municipalities are held to.

In addition, it is my opinion that the City would be immune from liability under Wis. Stat. 893.80 (4), which provides immunity for discretionary actions by municipalities. It is my opinion that when and how often a municipalities inspects and maintains their sidewalks is a discretionary decision, for which the City would have immunity based on the above statute.

Finally, Wis. Stat. 893.83 states in part, that "no action may be maintained against a city, village, town or county to recover damages for injuries sustained by reason of an accumulation of snow or ice, unless the accumulation existed for three weeks"

As such, it would be my recommendation that this claim be denied.

Should you have questions or wish to discuss this further, please feel free to contact me.

Thank you,



9898 W. Bluemound Road
Wauwatosa, WI 53226

Allison C. De Franze
Liability Claims Manager
tel: (414) 831-5989
office: (262) 784-5666 (ext 189)
email: acd@cvmic.com
web: cvmic.com
fax: (262) 784-5599

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EXECUTIVE SUMMARY

Title: Property Damage Claim Submitted by Richard Purman

Background: On June 9, 2020 Hartford Electric was working in the area of Sunset Drive as part of a large electric underground and overhead conductor replacement project. In order to complete the project, linemen transferred the customer's electric service from the old system to the new system. In order to keep crews safe, the power to each customer is shut off during this part of the project. Outage notifications are posted at each residence at least 24 hours prior to the planned outage. Mr. Purman submitted a Notice of Claim in the amount of \$227.00 claiming damage to a garage door opener due to a power surge.

Director of Utilities Brian Rhodes responded to the claim stating that PSC 113.0703 demonstrates that voltage sags and swells beyond the control of the utility shall not be considered a violation of these rules. It is the customer's responsibility to install devices to protect against imperfections in the supply of power. Therefore, it is the recommendation of the City's Insurance Review Committee, as well as CVMIC Representative Allison De Franze, that this claim be denied.

Fiscal Impact: \$227.00

Recommendation: That the property damage claim by Richard Purman be denied.

PREPARED BY: Julie Hanrahan DATE: 7/21/2020
Julie Hanrahan, Administrative Assistant

REVIEWED BY: Lori Hetzel DATE: 07/24/20
Lori Hetzel, City Clerk

Ian Prust DATE: 7/27/2020
Ian Prust, City Attorney

Brian Rhodes DATE: 7/21/2020
Brian Rhodes, Director of Utilities

APPROVED BY: Steve Volkert DATE: 7/23/2020
Steve Volkert, City Administrator

ROUTING: Finance & Personnel Committee: August 4, 2020
Common Council: August 25, 2020

Julie Hanrahan

From: Allison C. De Franze <acd@cvmic.com>
Sent: Monday, July 20, 2020 11:42 AM
To: Julie Hanrahan
Subject: Purman v City of Hartford

Hi Julie,

I am in receipt of the claim that has been filed by Richard Purman against the City of Hartford in the amount of \$227.00. As you are aware, the City of Hartford is self-insured for this loss, and should the City decide to settle this matter, the settlement would come from City funds.

In reviewing your attached documentation, I note that it appears that the City is meeting the standard of reasonable care. This was a planned outage, and per PSC 113.0602 (17), customers were notified in advance.

In addition, it is my opinion that in this case, the City would be immune from liability under Wisconsin Administrative code PSC 113.0703, which states in part: "Service interruptions, or voltage sags, swells and transients caused by the action of the elements, temporary separation of the parts of the system from the main system, infrequent or unavoidable fluctuations of short duration, equipment failure, normal system operations, **necessary operations to safeguard employees or the general public**, or other causes beyond the control of the utility shall not be considered a violation of these rules....Customers having equipment or operations that are sensitive to such voltage fluctuation, or that require service other than that specified by these rules may find it necessary to install, at their own expense, power conditioning equipment or other modifications to protect, mitigate or otherwise provide the type of service needed."

Based on all of the above, we would recommend denial of this claim.

Please feel free to contact me with any further questions.

Thank you,



9898 W. Bluemound Road
Wauwatosa, WI 53226

Allison C. De Franze
Liability Claims Manager
tel: (414) 831-5989
office: (262) 784-5666 (ext 189)
email: acd@cvmic.com
web: cvmic.com
fax: (262) 784-5599

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City of Hartford

CITY HALL - 109 NORTH MAIN STREET - HARTFORD, WI 53027-1591

NOTICE OF CLAIM

Claimant Name: RICHARD E PURMAN

Date of Accident: 6-9-2020

Address: 866 SUNSET DR, HARTFORD

Time: 11 AM ?

Phone: 262-673-4868
(Home) (Work)

Location: 866 SUNSET DR, HARTFORD

Type of Claim: _____ Auto Damage on City Street _____ Personal Injury
_____ Sewer Backup Property Damage
_____ Other _____

Weather Conditions (Clear/Rainy/Icy/Slippery/Snowy, etc.): Clear

It is imperative that you list (for auto damages) the street, and if it is the north, south, east, or west corner. Draw a diagram on the back of this form, showing location.

Was a contractor working in this area? CITY ELECTRIC WORKERS

Was a Police Report taken? NO If so, it must be attached to this claim.

Was any medical attention given? NO If so, list physician's name: _____

What City Department, if any, did you contact? CITY HALL -

Who did you speak with? _____

Were there witnesses? YES If yes, give name(s): SEANNE L. PURMAN
866 SUNSET DR, HARTFORD

CIRCUMSTANCES OF CLAIM

ELECTRIC SPONGE BLOC OUT GARAGE DOOR OPEN
SEE ATTACHED REPAIR COPY

(If additional space is needed, please use reverse side)

PLEASE TURN IN COPIES OF ANY BILLS, ESTIMATES, ACCIDENT REPORTS, ETC. FOR OUR INFORMATION.

If any property or automobile damage is involved, please furnish two estimates with this claim. Return to: City Clerk's Office, City of Hartford, 109 North Main Street, Hartford, WI 53027.

CLAIM

Note: You are not required to make a claim at this time. As long as you have filed the above Notice of Claim you may file a claim with the City at any time consistent with the applicable statute of limitations. However, in order for the City to formally accept or deny your claim at this time, the following claim must be completed and signed.

The undersigned hereby makes a claim against the City of Hartford in the dollar amount of \$ 227.00 arising out of the circumstances described above. (To process this claim, it is necessary to support in detail the money damages being sought.)

CLAIMANT SIGNATURE: Richard E Purman

Date: 6-15-2020

Julie Hanrahan

From: Brian Rhodes <brhodes@hartfordutilities.org>
Sent: Monday, June 29, 2020 10:25 AM
To: Julie Hanrahan
Subject: RE: Notice of Claim
Attachments: 20200625151940621.pdf; 20200625151931997.pdf; 20200625152151581.pdf; Purman Electric Surge.pdf

Julie,
I have reviewed the claim submitted by Mr. Purman (866 Sunset Dr.) Mr. Purman claims he experienced a power surge on June 9, 2020 at approximately 11:00 am causing damage to a garage door opener. Utility records indicate that Hartford Electric staff was working in the area on that date and time. Work completed by Hartford Electric staff was part of a large electric underground and overhead conductor replacement project. In order to complete the project, our linemen transfer the customer's electric service from the old system to the new system. In order to keep our crews safe, the power to each customer is shut off during this part of the project. Outage notifications are posted at each residence at least 24-hours prior to the planned outage.

Scheduled outages are permitted by the Public Service Commission of Wisconsin. PSC 113.0602 (17) states the following:

- ❖ "Planned outages" means those outages which the utility schedules. When customer service interruptions are necessary, the utility should notify affected customers in advance. These interruptions are sometimes necessary to connect new customers or perform maintenance activities safely. They shall not be included in the calculation of reliability indices.

This temporary disruption of service may have caused an uncontrollable variation of voltage on our system. The Public Service Commission of Wisconsin code 113.0703 states the following:

- ❖ "**Variations of voltage (1)** Service interruptions, or voltage sags, swells and transients caused by the action of the elements, temporary separation of parts of the system from the main system, infrequent or unavoidable fluctuations of short duration, equipment failure, normal system operations, necessary operations to safeguard employees or the general public, or other causes beyond the control of the utility shall not be considered a violation of these rules."
- ❖ "**Note:** Voltage fluctuations, transients, sags and swells may affect the performance of certain types of equipment or operations and should be considered by the customer. Customers having equipment or operations that are sensitive to such voltage fluctuation, or that require service other than that specified by these rules may find it necessary to install, at their own expense, power conditioning equipment or other modifications to protect, mitigate or otherwise provide the type of service needed."

Attached is the Notice of Claim, Customer Notification door hanger, PSC code 113.0602 and PSC code 113.0703 .

Based on the PSC 113 codes and our procedure for notifying customers of planned outages, it is my recommendation to deny the claim submitted by Mr. Purman.

Brian Rhodes
Utility Director
Hartford Utilities

620 W Sumner St
Hartford, WI 53027
Office: 262-670-3710
Fax: 262-673-8307
www.hartfordutilities.org

Hartford Utilities recently changed our email domain to @hartfordutilities.org.
Please note my new email address is **brhodes@hartfordutilities.org**.

From: Julie Hanrahan [mailto:jhanrahan@ci.hartford.wi.us]
Sent: Tuesday, June 16, 2020 3:10 PM
To: Brian Rhodes <brhodes@hartfordutilities.org>
Subject: Notice of Claim

Good afternoon Brian. We received the attached Notice of Claim regarding a power surge. Could you give me an email or memo outlining your recollection of the events? I'll have to get your reply first before I give the claim to CVMIC for their review. Thanks Brian!

Julie Hanrahan, Personnel Analyst
City of Hartford, Wisconsin
262.673.8204, jhanrahan@ci.hartford.wi.us
ci.hartford.wi.us
<http://ci.hartford.wi.us/408/HealthCare-Benefits> = City of Hartford employee benefits website!

all operating conditions, including during major storms, major catastrophic events and police actions. A utility may supply supplemental reliability statistics excluding the aforementioned situations (in addition to the statistics with those events included) with a written justification for exclusion.

(3) The commission will use this information to measure and monitor overall reliability performance of individual utilities. The commission may review data by utility, trends of measures over time and comparison of measures between and among utilities of similar characteristics. Where necessary, the information may be used by the commission to take enforcement actions through other proceedings to maintain or improve reliability performance and to assure customers are receiving reasonably adequate service.

History: Cr. Register, July, 2000, No. 335, eff. 8-1-00.

PSC 113.0602 Definitions. In ss. PSC 113.0602 to 113.0605, the following definitions shall apply:

(1) "Average number of customers served" means the number of active metered customer accounts as available in a utility's interruption reporting database on the day that an interruption occurs.

(2) "Circuit" means a set of conductors serving customer loads that are capable of being separated from the serving substation automatically by a recloser, fuse, sectionalizing equipment, etc.

(3) "Component" means a piece of equipment, a line, a section of line, or a group of items which is an entity for purposes of reporting, analyzing and predicting interruptions.

(4) "Customer" means a separately-metered electrical service point for which a separate bill is rendered, i.e., each meter represents a customer.

(5) "Customer interruption" means the loss of service due to a forced outage for more than five minutes, for one or more customers, which is the result of one or more component failures. For example, a downed house service is one interruption and a disconnected hot leg of a triplex house service, known as a "half-light" condition, is one customer interruption. However, failure of a transformer serving four customers is four customer interruptions.

(6) "Customer interruptions caused by power restoration process" means when customers lose power as a result of the process of restoring power (such as from switching operations and fault isolation). The duration of these outages is included in the customer-minutes of interruption. However, only the customers affected by the power restoration outages that were not affected by the original outage are added to the number of customer interruptions.

(7) "Customer-minutes of interruption" means the number of minutes of forced outage duration multiplied by the number of customers affected. For instance, a 90 minute forced outage on a circuit serving ten customers would total 900 customer-minutes of interruption.

(8) "Electric distribution line" means circuits operating at less than 50,000 volts.

(9) "Forced outage" means an outage which cannot be deferred.

(10) "Major catastrophic events" means train wrecks, plane crashes, or explosions that are beyond the utility's control and result in widespread system damages causing customer interruptions that affect at least ten percent of the customers in the system or in an operating area and/or result in customers being without electric service for durations of at least 24 hours.

(11) "Major storm" means a period of severe adverse weather resulting in widespread system damage causing customer interruptions that affect at least ten percent of the customers on the system or in an operating area and/or result in customers being without electric service for durations of at least 24 hours.

(12) "Momentary interruption" means an interruption of electric service with a duration shorter than the time necessary to be classified as a customer interruption.

(13) "Operating area" means a geographical sub-division of each electric utility's service territory that functions under the direction of a company office and may be used for interruption reporting under this part. These areas may also be referred to as regions, divisions, or districts.

(14) "Outage" means the failure of a power system component that results in one or more customer interruptions.

(15) "Outage duration" (reported in minutes) means the one minute or greater period from the initiation of an interruption to a customer until service has been restored to that customer.

(16) "Partial circuit outage customer count" means where only part of a circuit experiences an outage, the number of customers affected is estimated, unless an actual count is available. When power is partially restored, the number of customers restored is also estimated. Most utilities use estimates based on the portion of the circuit restored.

(17) "Planned outages" means those outages which the utility schedules. When customer service interruptions are necessary, the utility should notify affected customers in advance. These interruptions are sometimes necessary to connect new customers or perform maintenance activities safely. They shall not be included in the calculation of reliability indices.

Note: Also see s. PSC 113.0502, Planned service interruptions.

(18) "Police actions" means request or order of police or fire officials to interrupt service due to an emergency.

(19) "Reliability" means the degree to which electric service is supplied without interruption.

(20) "Reliability indexes" include the following performance indices for measuring frequency and duration of service interruptions that have been developed by the Edison Electric Institute (EEI), the Institute of Electrical and Electronics Engineers (IEEE), the Canadian Electric Association (CEA) and the American Public Power Association (APPA). They are recognized as standard definitions for the electric utility industry and may be applied to entire distribution systems, operating areas, sub-operating areas or individual circuits. Customer interruptions attributed to major storms, major catastrophic events, or police actions, as defined herein, shall be included in the calculation of these indices throughout this standard.

(a) System Average Interruption Frequency Index (SAIFI). The SAIFI index is the average number of interruptions per customer during a year. It is determined by dividing the total annual number of customer interruptions by the average number of customers served during the year.

$$\text{SAIFI} = \frac{\text{total number of customer interruptions}}{\text{average number of customers served}}$$

(b) System Average Interruption Duration Index (SAIDI). The SAIDI index is the average customer-minutes of interruption per customer. It is determined by dividing the annual sum of customer-minutes of interruption by the average number of customers served during the year.

$$\text{SAIDI} = \frac{\text{sum of customer-minutes of interruption}}{\text{average number of customers served}}$$

(c) Customer Average Interruption Duration Index (CAIDI). The CAIDI index is the average customer-minutes of interruption per customer interruption. It approximates the average length of time required to complete service restoration. It is determined by dividing the annual sum of all customer-minutes of interruption durations by the annual number of customer interruptions.

$$\text{CAIDI} = \frac{\text{sum of customer-minutes of interruption}}{\text{total number of customer interruptions}}$$

History: Cr. Register, July, 2000, No. 335, eff. 8-1-00; CR 02-027, am. (8), Register December 2002 No. 564, eff. 1-1-03.



IMPORTANT NOTICE

Hartford Electric will be upgrading the electric service in your neighborhood. This will include the installation of all new poles and wires. Throughout this process our crews will be working along the power lines with trucks and other equipment. Some of this work will take place on your property. Any damage to your landscaping will be professionally restored. At some point there will be a local power outage as we transfer to our new facilities. Our crews will contact you before any outage takes place. We apologize for any inconvenience and appreciate your cooperation.

YOUR YTD START DATE

YOUR YTD COMPLETION DATE

IF YOU HAVE ANY QUESTIONS OR CONCERNS
PLEASE FEEL FREE TO CONTACT US AT 262.576.3716

Thank You!

*Hartford Electric... the power of community.
A member of Wisconsin Public Service.*



Hartford Electric

*A Division of
Commonwealth*

Mike Thimm
Utility Superintendent

620 West Summit St.
Hartford, WI 53027
Poc: 262.576.3762
Fax: 262.576.8397

Subchapter VII — Voltage Bandwidth and Voltage Distortion Requirements

PSC 113.0701 Definitions. In ss. PSC 113.0701 to 113.0707, the following definitions apply:

(1) "Flicker" or "voltage flicker" means a variation of input voltage sufficient in duration to allow visual observation of a change in electric light intensity.

(2) "Harmonic distortion" means the mathematical representation of the distortion of the pure sine waveform. Distortion of the pure sine waveform is typically caused by loads that draw current discontinuously or whose impedance varies during the cycle of the input ac voltage waveform.

(3) "Point of service" means the connection point between the customer electrical system and the utility electrical system.

(4) "Power quality" means the concept of powering and grounding sensitive electronic equipment in a manner that is suitable to the operation of that equipment.

(5) "Retail power service" means service furnished principally for electromotive or industrial purposes and may include service for lighting incidental thereto, as defined in the utility's rates and rules.

(6) "Sag" means an rms reduction in the ac voltage, at the power frequency, for durations from a half-cycle to a few seconds.

(7) "Swell" means an rms increase in the ac voltage, at the power frequency, for durations from a half-cycle to a few seconds.

(8) "Transient" means a subcycle disturbance in the ac waveform that is evidenced by a sharp but brief discontinuity of the wave form. A transient may be of either polarity and may be additive to or subtractive from the nominal waveform.

Note: The definitions used in subsections (1), (2), (4), (7), and (8) are based on the definitions in *Authoritative Dictionary of IEEE Standards Terms—7th Ed.*

(9) "Steady state voltage" means the rms voltage after all sags, swells and transients have decayed to a negligible value.

(10) "Service voltage" means the steady state voltage at the point of service.

History: Cr. Register, July, 2000, No. 535, eff. 8-1-00; correction in (intro) made under s. 13.93 (2m) (b) 7., Stats., Register, January, 2001, No. 541; CR 02-027; am. (1), (2), (9) and (6) to (8), Register December 2002 No. 564, eff. 1-1-03.

PSC 113.0702 Standard and maintenance of a service voltage. Each utility shall adopt standard nominal service voltages for each of the several areas into which the distribution system or systems may be divided and shall file with the commission a statement of the standard voltages adopted. The service voltage shall be reasonably constant within the following limits:

(1) For all retail service, except retail power service, the service voltage shall not vary by more than 5% above or below the standard voltage.

(2) For retail power service furnished to customers having demands of 500 kilowatts or less, the service voltage shall be no more than 5% above or 10% below the standard nominal voltage.

(3) For retail power service furnished to customers having demands of more than 500 kilowatts, the service voltage shall not vary by more than 10% above or 10% below the standard nominal voltage.

(4) For polyphase voltage unbalance issues, ANSI C.84.1-1989 Appendix D is the reference that will be followed. The utility and its customers may agree to not be constrained to the reference if it is economically beneficial to the customer.

(5) For service rendered to public utilities and others for resale the standard nominal voltage shall be as mutually agreed upon by the parties concerned. If no formal agreement exists, the standard nominal voltage shall vary by no more than 10% above or below the secondary nominal voltage.

(6) The variation in service voltage referred to in subs. (1) to (3) inclusive shall refer to a steady state voltage.

(7) Upon customer request, the utility shall investigate line voltage variations and disturbances, associated with voltage sags, swells and transients, at the point of service. Requests for tests may be limited in availability, number or frequency for the same customer at the same location where previous tests have indicated that the variations and disturbances are within acceptable industry limits. The utility may establish rules for certain customers to decrease the incidents of these variations and disturbances as seen by other customers.

History: Cr. Register, July, 2000, No. 535, eff. 8-1-00.

PSC 113.0703 Variations of voltage. (1) Service interruptions, or voltage sags, swells and transients caused by the action of the elements, temporary separation of parts of the system from the main system, infrequent or unavoidable fluctuations of short duration, equipment failure, normal system operations necessary operations to safeguard employees or the general public, or other causes beyond the control of the utility shall not be considered a violation of these rules.

Note: Voltage fluctuations, transients, sags and swells may affect the performance of certain types of equipment or operations and should be considered by the customer. Customers having equipment or operations that are sensitive to such voltage fluctuations, or that require service other than that specified by these rules may find it necessary to install, at their own expense, power conditioning equipment or other modifications to protect, mitigate or otherwise provide the type of service needed.

(2) In order to limit the impact of voltage variations, utilities may establish starting and operating criteria for equipment on customer premises. Customer loads shall be sized and operated in accordance with such criteria.

(3) If procedures for voltage reduction during emergency operating conditions have been filed with and accepted or approved by the commission, variations of voltage in excess of those specified in ss. PSC 113.0702 and 113.0703, resulting from implementation in accordance with the specified procedures, shall not be considered a violation of these rules.

History: Cr. Register, July, 2000, No. 535, eff. 8-1-00.

PSC 113.0704 Harmonics of 60 Hz voltage waves. Utilities shall make reasonable efforts to investigate equipment operating problems suspected to be associated with harmonic distortion of the 60 Hz voltage sinewave at the point of service. When the source of the harmonic distortion is determined to be equipment operated by a specific customer, the utility shall notify the customer and it shall be the customer's responsibility to correct the problem. When corrective action is necessary, the guideline to be used is the 1992 IEEE Standard 519.

Note: See s. PSC 113.0203.

History: Cr. Register, July, 2000, No. 535, eff. 8-1-00.

PSC 113.0705 Power quality diagnostic services. (1) Each utility shall own or otherwise arrange to have available when needed, suitable monitoring equipment for surveying its system and the electrical system of its customers at the point of service for power quality problems; such as harmonic distortion, voltage sags and swells, transients and flicker; that may adversely affect or interfere with the overall adequacy of service to its customers. If the source of the power quality problem is determined to be equipment operated by a specific customer, the utility shall notify the customer and it shall be the customer's responsibility to correct the problem. If the problem is caused by the utility delivery system operating outside the limits set forth in s. PSC 113.0702 the responsible utility shall correct the problem.

(2) The utility and the affected and/or offending customer shall cooperate as necessary to promptly investigate, diagnose and resolve power quality complaints and problems. The utility shall share the results of its investigation with the affected and/or offending customer. If a utility offers power quality correction or mitigation services or equipment through a non-regulated affiliate or otherwise as a non-utility service, it may advise the cus-

EXECUTIVE SUMMARY

TITLE: REQUEST AUTHORIZATION TO ADD A 3rd PART-TIME "FLOATER" COMMUNICATIONS OFFICER'S POSITION

BACKGROUND:

Former Communications Officer Brooke Courtney has expressed interest in returning as a Part-Time "Floater" Communications Officer. Given her experience and the substantial investment the department has made to train her to our department's accredited standards, we are requesting that we be allowed to add a third authorized Part-Time "Floating" Communications Officer position. The addition of another qualified and competent Communications Officer will solidify staffing for unanticipated shortages and/or major incidents.

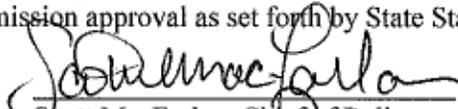
FISCAL IMPACT:

The filling of the Part-Time "Floating" Communications Officer's position would actually result in a net savings as the hourly rate is actually lower than that of a full-time or regular part-time Communications Officers, and the position includes no benefit expenses.

RECOMMENDATION:

Staff recommends the addition of a 3rd part-time Floater Communications Officer to our approved staffing levels, to be filled by former Communications Officer Brooke Courtney, contingent upon Police and Fire Commission approval as set forth by State Statute 62.13(4)(a).

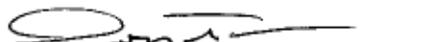
PREPARED BY:


Scott MacFarlan, Chief of Police

DATE:

08/10/2020

APPROVED BY:


Dawn Timm, Finance Director

DATE:

8/13/2020

APPROVED BY:


Steve Volkert, City Administrator

DATE:

8/17/2020

Committee Routing:

Finance and Personnel Committee
Police and Fire Commission

September 8, 2020

September 9, 2020

EXECUTIVE SUMMARY

TITLE: Increase Municipal Recycling Service Rate Charged on Monthly Utility Bills Effective January 1, 2021 to compensate for increased Recycling Center Operation Hours, Consumer Price Index Increase under Contract, and Increased Volume of Monthly Brush Pickup Curbside by DPW.

BACKGROUND: The City of Hartford operates a curbside recycling program as well as a central recycling collection center located behind the Department of Public Works garage. The Recycling Center is currently open on Thursday evenings from 5:00 pm to 7:00 pm and Saturday morning from 9:00 am to 12:00 noon. Due to the increased volume of residents using the drop-off center and the overwhelming public request for more hours, we are suggesting to increase the Recycling Center operation hours to include Tuesday evenings also from 5:00 pm to 7:00 pm between April 1st and November 30th.

The City also provides monthly curbside pickup of brush and due to the Emerald Ash Borer disease, the City continues to see a large increase in the volume of brush placed out for curbside pickup over the past five years. During the summer months the City has two crews out chipping brush curbside instead of just one. The 2021 Capital Improvement Program includes a new Brush Chipper to replace the 1990 Vermeer Chipper. These additional efforts to keep the community clean have caused our costs to increase.

Currently Advanced Disposal picks up recyclables at 4,687 recycling stops every other week and as of January 1, 2021 the total will be approximately 4,700. Next year (2021) is the final year of a 10-year contract with Advanced Disposal Services. With the built in escalator in our contract and additional stops, the cost to pick up recycling is going up 3.5%.

FISCAL IMPACT: Due to the continued cost increases for the last several years from Advanced Disposal of approximately 2.5% each year, the increased operation hours at the Recycling Center, and due to the continued large amount of curbside brush pickup labor hours by city crews, it is my recommendation that the City's recycling service rate be increased by **\$0.35 cents** on monthly utility bills each month to reflect these cost increases and maintain this pay-for-service option beginning January 1, 2021.

RECOMMENDATION: Authorizing appropriate City officials to increase the Municipal Recycling Service Rate charged on monthly utility bills from \$7.00 per month to \$7.35 per month beginning on **January 1, 2021**.

PREPARED BY:


Darryl Kranz
Director of Public Works

Sept 3 2020
Date

REVIEWED BY:  9-2-2020
Dawn Timm
Finance Director/Treasurer Date

APPROVED BY:  9-2-2020
Steve Volkert
City Administrator Date

ROUTING: Finance Committee - 9/8/2020
Common Council - 9/8/2020