



# MEMORANDUM

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**TO:** Mayor and Members of the City Council

**FROM:** Reginald Goodson, City Manager  
Donnell White, Electric Deputy Director

**DATE:** May 23, 2025

**REF:** Consideration – Adoption of Revised APPA Safety Manual (17<sup>th</sup> Edition)  
For the Electric Department

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***BACKGROUND:***

The City of Elizabeth City Electric Department and other public power systems use the American Public Power Association (APPA) Safety Manual as standard operating procedure with regard to safety practices. The City Council last adopted the APPA Safety Manual (16<sup>th</sup>) Edition as the standard for the Electric Department in June 2017.

***ANALYSIS:***

The APPA Safety Manual 17<sup>th</sup> Edition has been published, One of the requirements for the Electric Department to maintain its RP3 rating is to approve the most current APPA Safety Manual. Additionally, the 17<sup>th</sup> Edition contains a number of revisions that must be incorporated in the City's practices

The City has been supplied with copies the new manual; and one will be made available for public inspection in the Office of the City Clerk.

***STAFF RECOMMENDATION:***

By motion, approve the 17<sup>th</sup> Edition of the American Public Power Association Safety Manual as the standard for the Elizabeth City Electric Department.