City of

BEATRICE

Board of Public Works

BOARD POLICIES

Revised February 12, 2014

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BOARD POLICIES BY NUMBER

Policy #	Subject	Date Adopted	Repealed / Revised / Replaced by #
142	Utility Deposits	February 12, 2014	Replaced #127
141	Water Tap Fees	October 2, 2013	Replaced #129
140	Installation of Primary and Secondary Lines	UNDER REVIEW	
139	NOT USED		
~~138~~	~~Utility Cuts in Streets, Alleys, or Right of Ways by Contractors~~	~~May 1, 2013~~	Under City Code
137	Security Lights	April 10, 2013	Repealed #36
136	Sidewalk Intersection Reimbursement	March 27, 2013	Repealed #94
135	Safety Glasses	March 27, 2013	Repealed #98
134	Outside Employment by Employees	March 27, 2013	Repealed #22
133	Street Light Installation in New Residential Development	March 13, 2013	Repealed #107
132	Credits & Rebates for Installation of Electric Devices	January 16, 2013	Repealed #122, #123 & #124
131	Identity Theft Prevention Program	April 15, 2009	Reaffirmed 1/16/2013
130	Customer Charges	September 30, 2008	Replaced #120 & #115
~~129~~	~~Water Tap Fees~~	~~August 15, 2007~~	Replaced #116
	~~Proposed Early Retirement Incentive Policy~~	~~April 3, 2007~~	REPEALED 8/29/2012
128	Public Disclosure Policy	March 29, 2007	
~~127~~	~~Utility Deposit~~	~~December 27, 2006~~	Replaced by #142
126	Bill Stuffer Qualifications	January 6, 2006	
125	Tree Topping Policy	August 9, 2005	
~~124~~	~~Credit for Installation of: Electric Heat Pump, All Electric Heating System, Electric Hot Water Heater~~	~~April 27, 2005~~	REPEALED 1/2/2013
~~123~~	~~Commision for Installation of Electric Hot Water Heaters~~	~~April 27, 2005~~	REPEALED 1/2/2013
~~122~~	~~Commission for Installation of all Electric Heat Pump~~	~~April 27, 2005~~	REPEALED 1/2/2013
121	Fee Charged for Late Notices	September 16, 2008	Revised Policy #103
~~120~~	~~Customer Charges~~	~~March 10, 2004~~	Revised Policy #115 & #102
119	Use of Computer & Telephone	April 2, 2001	
~~118~~	~~Early Retirement Incentive Policy~~	~~April 2, 2001~~	REPEALED 8/29/2012
117	Multiple Metering at a Single Family Residential Property	December 2, 1998	
~~116~~	~~Water Tap Fees~~	~~April 29, 1998~~	Replaced #95
~~115~~	~~Charge for Insufficient Fund Checks~~	~~August 28, 1997~~	REPEALED 11/28/2012
~~114~~	~~Utility Deposits~~	~~May 1, 1997~~	Replaced by #127
113	Mileage Reimbursement	August 30, 1995	
~~112~~	~~Credit for Installation of: Electric Heat Pump, All Electric Heating System, Electric Hot Water Heater~~	~~May 31, 1995~~	Replaced #86, #87, #88, & #90
~~111~~	~~Commision for Installation of Electric Hot Water Heaters~~	~~May 31, 1995~~	Replaced #90

~~110~~	~~Commission for Installation of all Electric Heat Pump~~	~~May 31, 1995~~	Replaced #86
109	Installation of Primary and Secondary Lines	May 26, 1996	Replaced #49
108	Workplace Health & Safety Mission Statement	December 29, 1993	
~~107~~	~~Street Light Installation in New Residential Developments~~	~~October 13, 1993~~	Replaced by #133
106	Policy Concerning Expenditure of Public Funds for Certain Purposes	September 15, 1993	
105	Purchasing Practices	August 11, 1993	
104	Work Site Attire	July 28, 1993	
~~103~~	~~Fee Charged for Late Notices~~	~~July 15, 1992~~	Replaced by #121
~~102~~	~~Customer Charges~~	~~July 1, 1992~~	Replaced #65
101	No Smoking Policy	March 1, 2006	Replaced #93
~~100~~	~~Charge for Insufficient Fund Checks~~	~~May 15, 1991~~	Revised #72
99	Cutting of Curbs, City Streets, and Alleys	February 13, 1991	Replaced #81
~~98~~	~~Safety Glasses~~	~~November 29, 2000~~	Replaced by #135
97	Electric/Electronic Damage Claim	March 14, 1990	
96	Bid Security	February 19, 1990	Replaced #77
~~95~~	~~Water Tap Fees~~	~~February 1, 1990~~	Replaced #75
~~94~~	~~Reimbursement Cost at Street Intersections on City Property~~	~~December 13, 1989~~	Replaced by #136
~~93~~	~~No Smoking Area Designated~~	~~November 15, 1989~~	Replaced by #101
~~92~~	~~Severance Pay for Early Retirement~~	~~June 21, 1989~~	REPEALED 8/29/2012
~~91~~	~~Rebate Credit for Installation of Electric Hot Water Heater or Heat Pump~~	~~May 3, 1989~~	REPEALED 2/27/2013
~~90~~	~~Commision for Installation of Electric Hot Water Heaters~~	~~May 3, 1989~~	Replaced by #111
89	Restriction of Water Usage	June 29, 1988	
~~88~~	~~Commission for Installation of All Electric Heating System~~	~~June 1, 1988~~	Replaced by #112
~~87~~	~~Commission for Installation of All Electric Heating System~~	~~June 1, 1988~~	Replaced by #112
~~86~~	~~Commission for Installation of All Electric Heat Pump~~	~~June 1, 1988~~	Replaced by #112
85	Use of City Owned Vehicles by City Personnel	July 15, 1986	
~~84~~	~~Prohibits Accumulation of Vacation Time~~	~~March 1, 1986~~	REPEALED 10/10/2012
~~83~~	~~Reimbursement for Sidewalk Intersections~~	~~September 25, 1985~~	Replaced by #94
~~82~~	~~Utility Cuts in Paved Streets or Alleys~~	~~September 25, 1985~~	REPEALED 6/26/2013
~~81~~	~~Cutting of Curbs, City Streets, and Alleys~~	~~September 25, 1985~~	Replaced by #99
~~80~~	~~Inactive Water Taps~~	~~May 15, 1985~~	REPEALED 8/29/2012
~~79~~	~~Continuing Education Assistance Policy~~	~~October 1, 1984~~	REPEALED 10/10/2012
~~78~~	~~Mileage Reimbursement~~	~~November 30, 1983~~	Replaced by #113
~~77~~	~~Bid Security~~	~~December 7, 1983~~	Revised by #96
~~76~~	~~Utility Deposit~~	~~June 1, 1983~~	Replaced by #114
~~75~~	~~Water Tap Fees~~	~~December 22, 1982~~	Replaced by #95
74	City Council's Recommendation of Dealing with Staff Personnel	April 12, 1982	
~~73~~	~~Water Tap Fees~~	~~January 23, 1980~~	Replaced by #75

~~72~~	~~Charge for Insufficient Fund Checks~~	~~August 8, 1979~~	Revised by #100
~~71~~	~~Water Tap Fees~~	~~August 3, 1978~~	Replaced by #73
~~70~~	~~Banners~~	~~April 26, 1978~~	REPEALED 3/13/2013
~~69~~	~~Water Tap Fees~~	~~June 9, 1976~~	Replaced by #71
~~68~~	~~Commission for Installation of All Electric Heat Pump~~	~~May 5, 1976~~	Replaced by #86
~~67~~	~~Electrical Irrigation Service~~	~~February 1, 1976~~	REPEALED 11/14/2012
~~66~~	~~Wage Fluctuation for Supervisory and Part-time Employees~~	~~April 30, 1975~~	REPEALED 11/14/2012
~~65~~	~~Customer Charges~~	~~April 30, 1975~~	Replaced by #102
~~64~~	~~Mileage Allowance~~	~~May 15, 1974~~	Replaced by #78
~~63~~	~~Electrical Irrigation Service~~	~~April 24, 1974~~	Replaced by #67
~~62~~	~~Water Tap Fees~~	~~March 20, 1974~~	Replaced by #69
61	Removal and/or Relocation of Existing Utility When Requested by Property Owner/Agent	February 20, 1974	
~~60~~	~~Health & Accident Insurance Benefits - Non-Job Related~~	~~October 8, 1973~~	REPEALED 11/14/2012
~~59~~	~~Customer Request for Meter Calibrations~~	~~October 8, 1973~~	REPEALED 11/28/2012
~~58~~	~~Repair/Replacement of Worn-out Water Main~~	~~July 25, 1973~~	REPEALED 4/10/2013
~~57~~	~~Utility Deposit~~	~~March 8, 1973~~	Replaced by #76
~~56~~	~~Health & Accident Insurance - Metropolitan Life Ins. Co~~	~~February 20, 1973~~	REPEALED 10/10/2012
~~55~~	~~Water Tap Fees~~	~~January 18, 1973~~	Replaced by #62
~~54~~	~~Reimbursement for Sidewalk Intersections~~	~~September 20, 1972~~	Replaced by #83
~~53~~	~~Negotiated Electric Rate for Well Field~~	~~May 25, 1972~~	REPEALED 11/14/2012
52	Water Tap Changes	May 24, 1972	
51	Adjustment of Sewer Charges	April 6, 1972	
50	Temporary Services	August 18, 1971	
~~49~~	~~Installation of Underground Electricity~~	~~March 18, 1971~~	Replaced by #109
~~48~~	~~Insurance Coverage~~	~~December 2, 1970~~	REPEALED11/14/2012
~~47~~	~~Reimbursement for Sidewalk Intersections~~	~~November 25, 1970~~	Replaced by #54
46	Assessment Policy for Alleys	October 7, 1970	
~~45~~	~~Customer Charges~~	~~November 1, 1967~~	Replaced by #65
44	Underground Electrical Services	November 12, 1969	
~~43~~	~~Underground Electrical Services to Gold Medallion Homes~~	~~April 5, 1967~~	REPEALED 2/27/2013
~~42~~	~~Water Tap Fees~~	~~December 1, 1969~~	Replaced by #55
~~41~~	~~Mileage Allowance~~	~~December 8, 1968~~	Replaced by #64
40	Sewer Service Charges for Customers Not on City Water	April 24, 1968	
~~39~~	~~Utility Deposits~~	~~April 1, 1968~~	Replaced by #57
38	Sewer Department Name Change	September 13, 1967	
37	Determination of Residential or Commercial Utility Rate Application	January 11, 1967	
~~36~~	~~Security Lights~~	~~December 5, 1966~~	REPEALED 4/10/2013

~~35~~	~~Planting, Removal of Trees and Shrubbery - General Standards~~	~~March 24, 1964~~	REPEALED 4/10/2013
~~34~~	~~Employees Living Outside City Limits~~	~~August 30, 1966~~	REPEALED 11/28/2012
~~33~~	~~Employees in National Guard~~	~~August 2, 1966~~	REPEALED 9/26/2012
~~32~~	~~Holidays~~	~~January 3, 1966~~	REPEALED 9/26/2012
~~31~~	~~Vacations~~	~~October 21, 1966~~	REPEALED 9/26/2012
~~30~~	~~Vacations~~	~~January 27, 1966~~	REPEALED 9/26/2012
~~29~~	~~Training Program~~	~~March 29, 1968~~	REPEALED 10/10/2012
~~28~~	~~Training Program~~	~~January 27, 1966~~	REPEALED 10/10/2012
~~27~~	~~Sick Leave~~	~~January 27, 1966~~	REPEALED 9/26/2012
26	Shots for Sewer Department Employees	February 2, 1966	
~~25~~	~~Retirement Age~~	~~September 29, 1964~~	REPEALED 10/10/2012
24	Office Hours	November 25, 1964	
~~23~~	~~40 Hour Work Week~~	~~October 18, 1956~~	REPEALED 9/26/2012
~~22~~	~~Outside Employment by Employee~~	~~February 3, 1965~~	Replaced by #134
~~21~~	~~Expense Reimbursement~~	~~October 15, 1963~~	REPEALED 10/31/2012
~~20~~	~~Employees in National Guard~~	~~January 13, 1949~~	Replaced by #33
~~19~~	~~Customer Deposits~~	~~May 11, 1966~~	Replaced by #39
~~18~~	~~Utility Service Application Requirements~~	~~June 1, 1966~~	REPEALED 10/31/2012
~~17~~	~~Weed Mowing Charges~~	~~July 30, 1963~~	REPEALED 9/26/2012
~~16~~	~~Charge for New Fire Protection Customers~~	~~July 14, 1964~~	REPEALED 9/26/2012
15	Maintenance & Responsibility of Sewers	January 12, 1961	
~~14~~	~~Customer Charges~~	~~October 13, 1960~~	Replaced by #45
~~13~~	~~Installation of Sidewalks~~	~~August 25, 1964~~	REPEALED 10/10/2012
~~12~~	~~Installation of Vaults for Water Valve 8" or Larger~~	~~March 10, 1965~~	REPEALED 10/31/2012
~~11~~	~~Sidewalk Specifications~~	~~October 22, 1962~~	REPEALED 10/10/2012
~~10~~	~~Rural Water Rate Minimum~~	~~August 27, 1962~~	REPEALED 2/27/2013
~~9~~	~~Water Tap Fees~~	~~April 10, 1962~~	Replaced by #42
8	Water Main Extensions	May 7, 1962	
~~7~~	~~Water Main to Martin Luther Home~~	~~February 11, 1964~~	REPEALED 10/31/2012
~~6~~	~~Tapping of Transmission Lines for Domestic Use~~	~~September 8, 1965~~	REPEALED 10/31/2012
~~5~~	~~Inactive Water Taps~~	~~July 21, 1965~~	REPEALED 7/24/1968
4	Water Service Line	February 2, 1966	
~~3~~	~~Fire Hydrant Use~~	~~September 12, 1962~~	REPEALED 10/31/2012
~~2~~	~~Location of Trailer Houses~~	~~July 12, 1961~~	REPEALED 10/10/2012
~~1~~	~~Electric Heat Rate~~		REPEALED 2/27/2013

I. CUSTOMER INFORMATION

A. FEES

- **CUSTOMER CHARGES – #130 – September 10, 2008**

At their meeting held on September 10, 2008, the Board of Public Works approved increasing the following customer charges:

Reconnection Fees – There will be a $30.00 charge during normal working hours to reconnect services for residential and commercial services when the service has been disconnected for the non-payment of the utility bill.

After Hours and Holiday Calls - There will be a $60.00 reconnect fee after normal working hours for residential and commercial services when the service has been disconnected for the non-payment of the utility bill or requests by customers for special readings and connects.

No fund and insufficient Fund Checks - A charge of $25.00 as a result of checks being returned by the banks.

There will be no charge (once annually) made for the following during normal working hours:

Voltage Checks - Requests for voltage checks beyond the meter. If voltage is the problem of the Board of Public Works, then no charge is to be made.

Water Meter Checks - Requests for a serviceman to check out low water pressure and bad water reports. If the water problem is the Board of Public Works, no charge will be made.

No Light Call - Request for service of a no light call if customer fusing is inadequate and is not a problem directly related to the Board of Public Works' service for replacement of fuses and resetting of breakers.

Meter Testing - Request by customer to pull and test either an electric or water meter for accuracy. Request by customer should be made in writing. No charge is to be made if the meter is found to be inaccurate.

Setting of Water Meters, Disconnects and Reconnects - Requests to set, disconnect or reconnect water service may be made if requested after normal working hours. No charges are to be made if turned off for line repair or replacement of main shut off valve of customer service.

- **FEE CHARGED FOR LATE NOTICES – #121 – Revised #103 – September 16, 2008**

At their meeting held on September 10, 2008, the Board of Public Works increased the fee charged for late notices from $5.00 to 5% of their monthly bill, with a $5.00 minimum and a $50.00 maximum.

The following procedures are also added to this policy:

The delinquency fee is added 10 days after the due date. When the 10th day following the due date falls on a holiday or during the weekend, the next regular working day of the BPW shall be regarded as the 10th day.

All payments received in the morning mail and collected from the various deposit boxes the morning following the tenth day shall be free of the delinquency charge.

- **UTILITY DEPOSITS – #142 – Replaced #127 – February 12, 2014**

The following criteria must be met before any services will be connected at any location by the Beatrice Board of Public Works:

Residential Properties – Owner-Occupied

Utility deposits for connection of services for all owner-occupied residential properties will be waived if proof of ownership is provided by the customer. The Board of Public Works' Proof of Ownership form must accompany the application for service. Proof of Ownership may be in the form of a closing statement from a real estate agent; bank mortgage papers; a signed document from the Gage County Assessor's office showing proof of ownership; a recorded deed; notice of proposed taxes or a tax receipt (in the name of the owner applying for utility service); a signed contract for the sale of the property; or a letter from the title company showing transfer of ownership. If the customer fails to provide proof of ownership, then a utility deposit of $150.00 shall be required.

If a customer moves from an owner-occupied residence into a residential rental property, the deposit will be waived if the customer has twenty-four (24) consecutive months of good credit with the Board of Public Works. If the final bill at the customer's previous address is not paid, then services may be disconnected at the new service location.

If a customer moves from an owner-occupied residential property to another owner-occupied residential property, then the deposit, if any, will be transferred to the new property with the customer paying the final bill at the old residence. If the final bill at the customer's previous address is not paid, then services may be disconnected at the new service location.

If a customer moves to another property and does not require Board of Public Works services, the deposit, if any, shall be applied to the customer's final bill. Any amount remaining will be returned to the customer within thirty (30) business days after services are transferred out of the customer's name.

Any customer that does not have a utility deposit with the Board of Public Works and they are disconnected for non-payment of a bill or provides an insufficient fund check to the Board of Public Works shall pay a $150.00 deposit before utility service is re-connected.

The deposit shall be made in cash, credit card, debit card, or certified check.

Residential Properties - Rentals

Utility deposits for connection of services for all residential rental properties, including apartments, condominiums, etc., shall be $150.00 per service location. Deposits will remain with the Board of Public Works until such time as the customer moves to another service location.

If the customer moves to another residential rental property requiring Board of Public Works services, the deposit will be transferred to the new property, with the customer paying the final bill at the old residence. If the final bill at the customer's previous residence is not paid, then services may be disconnected at the new service location.

If the customer moves to another property and does not require Board of Public Works services, the deposit shall be applied to the customer's final bill. Any amount remaining will be returned to the customer within thirty (30) business days after services are transferred out of the customer's name.

If a customer moves from a residential rental property into an owner-occupied residential property, then the customer shall not be required to pay a deposit upon showing proof of ownership. However, if the customer has been disconnected for non-payment of a bill or provided an insufficient fund check to the Board of Public Works within the past twenty-four (24) months, then the customer shall pay a $150.00 deposit. If the final bill at the customer's previous residence is not paid, then services may be disconnected at the new service location.

If a customer moves from an owned occupied residence to a residential rental property, the deposit will be waived if the customer has twenty-four (24) consecutive months of good credit with the Board of Public Works. If the final bill at the customer's previous residence is not paid, then services may be disconnected at the new service location.

Any customer that does not have a utility deposit with the Board of Public Works and they are disconnected for non-payment of a bill or provides an insufficient fund check to the Board of Public Works shall pay a $150.00 deposit before utility service is re-connected.

The deposit shall be made in cash, credit card, debit card, or certified check.

Commercial Properties - All

A utility deposit for connection of services for all commercial properties and businesses shall be required. However, if a commercial customer moves from one (1) location to another, and the customer has twenty-four (24) consecutive months of good credit with the Board of Public Works, then the deposit shall be waived.

Any customer that does not have a utility deposit with the Board of Public Works and they are disconnected for non-payment of a bill or provides an insufficient fund check to the Board of Public Works, shall pay a deposit before utility services are re-connected.

The amount of the utility deposit shall be calculated as follows:

Average monthly utility bill for the past 12 months x 2 = Utility deposit

Example: Average monthly utility bill is $750; therefore, the utility deposit is $1,500. ($750 x 2 = $1,500)

For a customer at a new location, new type of business, or where the average monthly utility bill for the past twelve (12) months is unable to be calculated, then the amount of the utility deposit shall be calculated using an estimated average utility bill.

If the customer does not have a utility deposit with the Board of Public Works and they are disconnected for non-payment of a bill or if we receive an insufficient fund check from the customer, then a deposit shall be required before utility service is re-connected.

The deposit will be applied to the final bill. Any amount remaining will be returned to the customer within thirty (30) business days after services are transferred out of the customer's name.

Commercial utility deposits may be made in the following manner:
1. Cash or check at the time of application;
2. Certificate of deposit in the name of the business and the Board of Public Works. The interest is payable to the business; or
3. Irrevocable Letter of Credit from the bank naming the Board of Public Works as Beneficiary.

Interest Earned on Deposits

All cash deposits will earn interest at the same rate as the Board of Public Works receives interest on their Certificate of Deposit for Utility Deposits. Interest will be credited annually to the January billings.

Residential Properties – Return of Deposits

Any owner-occupied residential customer may request that their deposit be returned after twenty-four (24) consecutive months of good credit, which means that there have been no late payments, insufficient fund checks, or disconnections for non-payment during that time.

B. BILLING

◆ **BILL STUFFER QUALIFICATIONS – #126 – January 6, 2006**

The Board of Public Works now has the capability to add additional information to their billings without any additional cost for postage or labor. This insert must be 8 ½" x 11", unfolded, 20# stock or less, and delivered to the Board of Public Works at least a week in advance of the first mailing date. Only a single page will be allowed. A sample of the insert should be brought to the Board of Public Works for approval a month in advance of the desired mailing dates.

In order for an item to be placed in the mailing envelope with the Board of Public Works bill statement for the month, the organization and its' insert must also meet the following criteria:

1. They must be a non-profit organization, but cannot be a service club.

2. They must not advertise a medical, political or religious standing.

3. The insert must have an educational or cultural value to the Community.

4. It can be information from the City or Board of Public Works.

5. It must be 8 ½" x 11", unfolded, and no more than 20# stock.

6. It must be approved by the General Manager in advance of desired distribution.

7. It cannot be a solicitation for a donation.

8. The Board of Public Works will give dates envelopes are available.

9. There will be no charge for the mailing.

10. Other than City information, use is limited to once per year.

Some of the organizations which would qualify would be:

Southeast Community College	Community Players
Beatrice Area Arts Council	Clean City
Beatrice Community Hospital	Beatrice Public Schools

- **POLICY ON DETERMINATION OF RESIDENTIAL OR COMMERCIAL UTILITY RATE APPLICATION – #37 – January 11,1967**

In cases where a residence or residences and a business are combined in one premise, the service will be classified according to the predominant use. This method of determination will be used only in the absence of specific directions applicable to the specific case being evaluated.

C. PRIVACY ACT

- **PUBLIC DISCLOSURE POLICY – #128 – March 29, 2007**

The Board of Public Works pursuant to State Statutes §84-712.03-05 denies access to the Beatrice Board of Public Works public utilities records with personally identifiable account information to the general public.

- **IDENTITY THEFT PREVENTION PROGRAM – #131 – April 15, 2009**

At their meeting held on April 15, 2009, the Board of Public Works approved the Board of Public Works Identity Theft Prevention Program, as follows:

Board of Public Works
Identity Theft Prevention Program
Implemented as of October 2009

I. INTRODUCTION

The Board of Public Works (the "BPW") developed this Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's ("FTC") Red Flag Rule. This policy sets forth our commitment to compliance with those standards established by the Federal Trade Commission under the Identity Theft Red Flag's and Address Discrepancies under the Fair and Accurate Credit Transaction Act of 2003 ("the Red Flag Rule") at 16 C.F.R. § 681.2, regarding the establishment of a written Identity Theft Prevention Program ("Program") that is designed to detect, prevent, and mitigate Identity Theft in connection with the opening of a covered account or any existing covered account. This Program contains policies and procedures designed to identify, detect, and respond appropriately to "Red Flags" for Identity Theft. It also contains policies and procedures for the periodic identification of covered accounts and for general administration of the program. This Program addresses our general approach to compliance with the Red Flag rules.

II. DEFINITIONS

A. "Customer" means one who purchases or receives a product or service from the BPW.
B. "Covered Account" means:
  a. An account that the BPW offers or maintains, primarily for personal, family, or household purposes, that involves or is designed to permit multiple payments or transactions; and

b. Any other account that the BPW offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the BPW from identity theft, including financial, operational, compliance, reputation, or litigation risks.

C. "Identity Theft" means a fraud committed or attempted using the identifying information of another person without authority.

D. "Identifying Information" means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including any:

a. Name, social security number, date of birth, official state or government issued driver's license or identification number, alien registration number, government passport number, or employee or taxpayer identification number;

b. Unique biometric data, such as fingerprint, voice print, retina or iris image, or other unique physical representation;

c. Unique electronic identification number, address, or routing code;

d. Telecommunication identifying information or access device (as those terms are defined in 18 U.S.C. §1029(e));

e. Medicare number; or

f. Health care claim number.

E. "Program" means this written Identity Theft Prevention Program developed and implemented by the BPW.

F. "Red Flag" means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

G. "Service Provider" means a person who provides a service directly to the BPW and includes third party billing companies and other organizations that perform service in connection with the BPW's covered accounts.

III. IDENTIFICATION OF RED FLAGS

A "Red Flag" is a pattern, practice, or specific activity that indicates the possible existence of Identity Theft. In order to identify relevant Red Flags, the BPW considered the types of accounts that it offers and maintains, the methods it provides to open its Accounts, the methods it provides to access its Accounts, and its previous experiences with Identity Theft. The BPW identifies the following Red Flags, in each of the listed categories:

A. Mail sent to customers that is repeatedly returned;

B. Customers report they are not receiving their bills;

C. The BPW is notified of unauthorized charges to a customer's bank account or credit card;

D. The BPW is notified by law enforcement or others that it has opened a fraudulent account for a person engaged in identity theft;

E. Patterns of activity on payment accounts that are inconsistent with prior history;

F. Increases in the volume of inquiries to an account;

G. The presentation of information that is inconsistent with other sources, e.g., the address, date of birth, or social security number listed for the customer does not match the address given or is inconsistent with other identifying information provided by the customer;

H. Personal identifying information is identified by third-party sources as having been associated with known fraudulent activity;

I. Personal identifying information of a type commonly associated with fraudulent activity (e.g., fictitious address, use of mail drop, or phone number that is invalid or associated only with a pager or answering service);

J. The social security number provided by the customer is a duplicate of that of other customers;

K. The address or telephone numbers given are the same or similar to those of other customers, particularly recent ones;

L. Attempts to access an account by customers who cannot provide authenticating information;

M. Requests for additional authorized users on an account shortly following change of address;

N. Uses of an account that are inconsistent with established patterns of activity such as: nonpayment when there is no history of late or missed payments;

O. Nonpayment of the first payment on the account;

P. Inactivity on an account for a reasonably lengthy period of time;

Q. Mail correspondence sent to the provided address is returned and mail is returned despite continued activity in the account;

R. Notification to the BPW of an unauthorized transaction by the customer;

S. Notification to the BPW by the customer, a law enforcement authority, or other person, that it has opened a fraudulent account;

T. A complaint or question from an customer based on the customer's receipt of:

1. A bill for another customer;

2. A bill for a service that the customer denies receiving;
3. A bill from a health care provider that the customer never utilized;
4. A notice of insurance benefits (or Explanation of Benefits) for health services never received; or
5. A customer or insurance company report that coverage for legitimate healthcare service is denied because insurance benefits have been depleted or a lifetime cap has been reached.

U. A complaint or question from an customer about information added to a credit report by a health care provider or insurer;
V. A dispute of a bill by an customer who claims to be the victim of any type of identity theft;
W. An customer who has an insurance number but never produces an insurance card or other physical documentation of insurance;
X. A notice or inquiry from an insurance fraud investigator for a private insurance company or a law enforcement agency;
Y. A security breach;
Z. Unauthorized access to a covered account by personnel;
AA. Unauthorized downloading of customer's files;
BB. Loss or theft of unencrypted data;
CC. Inappropriate access of a covered account;
DD. A computer virus or suspicious computer program;
EE. Multiple failed log-in attempts on a workstation;
FF. Theft of a password;
GG. The presentation of an insurance card or form of identification that is clearly altered; and
HH. Lost, stolen, or tampered facility equipment.

IV. DETECTION OF RED FLAGS

The BPW shall adopt reasonable policies and procedures to address the detection of red flags in connection with the opening of covered accounts, existing covered accounts such as by:

A. Obtaining identifying information about, and verifying the identity of, a person opening a covered account;
B. Authenticating customer's, monitoring transactions, and verifying the validity of change of address requests;
C. Monitor return mail;
D. Follow up with customers who say they are not receiving the bills;
E. Follow up with customers and banks on unauthorized charges; and
F. Follow up with law enforcement and other officials regarding fraudulent accounts.

The following procedures have been adopted by the BPW to address the section of Red Flags as of the most recent update of this Program; BPW personnel shall be on the alert for customers who present suspicious documents, such as an insurance card or form of identification that appears to have been altered or does not match other information about the customer. Whenever possible, the personnel shall attempt to verify the identity of the customer with someone who knows the customer.

Before discussing information related to a covered account with any customer, or making a change of address information in a covered account; BPW personnel shall sufficiently ascertain the identity of the customer.

If a customer or appropriate representative makes a telephone inquiry or request regarding a customer account, BPW personnel shall require the customer or appropriate representative to verify the date of birth, social security number (or at least the last four digits), and address of the customer to whom the account pertains.

If the customer or appropriate representative of the customer presents in person to the business office of the BPW, he/she shall be required to provide a valid government issued photo id in addition to the date of birth, social security number (or at least the last four digits), and address of the customer to whom the account pertains.

If the customer or appropriate representative is unable to provide necessary information to identify the identity of the customer, BPW staff shall make a notation of the inquiry and address change request in the customer's account file and alert an appropriate supervisor without providing access or honoring the address change request.

V. PREVENTING AND MITIGATING IDENTITY THEFT

In the event BPW personnel detect any identified Red Flags, such personnel shall take one or more of the following steps depending on the degree of risk posed by the Red Flag:

A. Contact customers by phone or in person regarding return mail;
B. Verify the bill is sent to the correct mailing address;
C. Customers must make application for service in our office and have proper identification;
D. Follow up with the bank or credit card company on unauthorized charges;
E. Close the account and cooperate with law enforcement officials;
F. Computers are password protected and are required to be changed every 90 days;
G. Computer software that shows security numbers, bank accounts and credit card numbers are restricted to the billing office and require a password;
H. Office is locked during non working hours;
I. Customers are restricted to the lobby;
J. Credit card payments require security code from back of card; and
K. Any paperwork that is to be discarded that has bank accounts, credit card information or social security numbers is shredded.

VI. RESPONSE TO RED FLAGS

A. BPW will respond to Red Flags of which it becomes aware in a manner commensurate with the degree of risk posed by the Red Flag. In determining the appropriate response, the BPW will consider aggravating factors that may heighten the risk of identity theft.

B. BPW shall assess whether the Red Flag detected pose a reasonably foreseeable risk of identity theft and if it does, respond appropriately. BPW determines that the Red Flag does not pose a reasonably foreseeable risk of identity theft; it shall have a reasonable basis choosing not to respond to the Red Flag.

C. If any personnel at BPW believe identity theft has occurred or may be occurring, he/she shall immediately notify a supervisor. The supervisor will contact the designated Red Flag Rule compliance officer who will determine the appropriate response.

D. Appropriate responses may include the following:
1. Monitoring a covered account for evidence of identity theft;
2. Contacting the customer;
3. Changing any passwords, security codes, or other security devices that permit access to a covered account;
4. Reopening a covered account with a new account number;
5. Not opening a new covered account;
6. Closing an existing covered account;
7. Not attempting to collect on a covered account or not selling a covered account to a debt collector;
8. Notifying law enforcement; or
9. Determining that no response is warranted under the particular circumstances.

E. If there is a confirmed incident of identity theft or attempted identity theft, BPW will notify the customer after consultation with law enforcement about the timing and content of such notification (to ensure notification does not impede a law enforcement investigation) via certified mail. Victims of identity theft will be encouraged to cooperate with law enforcement in identifying and prosecuting the suspected identity thief, and will be encouraged to complete the FTC Identity Theft Affidavit.

F. If a customer claims to be a victim of identity theft, the BPW will investigate the claim. The following guidelines apply:
1. The customer will be instructed to file a police report for identity theft.
2. The customer will be instructed to complete the Identity Theft Affidavit developed by the FTC, including supporting documentation; or an Identity Theft Affidavit recognized under state law.
3. The customer will be requested to cooperate with comparing his or her personal information with information in the BPW's records.
4. If following investigation, it appears that the customer has been a victim of identity theft; the BPW will take the following actions:

   a. Cease collection on open accounts that resulted from identity theft. If the accounts had been referred to collection agencies or attorneys, the collection agencies or attorneys will be instructed to cease collection activities.
   b. Cooperate with any law enforcement investigation relating to the identity theft.
5. If an insurance company, government program or other payor has made payment on the account, the provider will notify the payor and seek instruction to refund the amount paid.
6. If an adverse report had been made to a consumer reporting agency, the provider will notify the agency that the account was not the responsibility of the customer.
7. If following investigation, it does not appear that the customer has been a victim of identity theft, the BPW or the collection agency will give written notice to the customer that he or she is responsible for payment of the bill. The notice will state that the basis for determining that the person claiming to be a victim of identity theft was in fact the customer.
8. Customer medical records and payment records must be corrected when identity theft has occurred. This is necessary to ensure that inaccurate health information is not inadvertently relied upon in treating a customer, and that the customer or a third-party payer is not billed for services the customer did not receive. Customer records will be corrected in consultation with the customer and the customer's treating health care provider(s), in a manner consistent with the BPW's HIPAA policy.
9. If there is a disclosure of, or an unauthorized access to, unencrypted computerized data containing an customer's first name or first initial and last name; and
   a. a social security number;
   b. a driver's license number, or
   c. financial account number (including a credit or debit card number), state law governing notification of customers will be followed.

VII. UPDATING THE PROGRAM AND THE RED FLAGS

The Program will be periodically reviewed and updated to reflect changes in risks to customers and the soundness of the BPW from Identity Theft.

VIII. PROGRAM ADMINISTRATION

The BPW's Program will be overseen by a Program Administrator. The Program Administrator shall be a designated employee of the Board of Public Works. The Program Administrator will be responsible for the Program's administration, for ensuring appropriate training of the BPW staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances, reviewing and, if necessary, approving changes to the Program.

BPW staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected.

D. MISCELLANEOUS

◆ NO SMOKING POLICY – #101 – March 1, 2006

The following outlines the revised policy regarding a "No Smoking" policy as adopted by the Board of Public Works at their meeting held on March 1, 2006.

There will be no smoking allowed in any Board of Public Works Buildings or Vehicles as recommended by the Safety Committee at their meeting of February 22, 2006.

II. EMPLOYEE INFORMATION

A. PERSONNEL

- **CITY COUNCIL'S RECOMMENDATION OF DEALING WITH STAFF PERSONNEL – #74 – April 12, 1982**

  Approved by the Board of Public Works, the City Council's recommendation to all operating boards that all directives going to staff personnel, with the exception of requests for information, be by formal action taken by the operating board as a whole with a majority consensus.

  Individual board members, regardless of their position, are not to make directives or demands upon staff that have not been previously approved by their respective Boards in open session.

- **OUTSIDE EMPLOYMENT BY EMPLOYEES – #134 – March 27, 2013**

  Any Beatrice Board of Public Works (BPW) employee desiring employment outside of their regular hours of employment with the BPW must obtain the prior approval and permission of their respective department head. Any BPW Department Head desiring employment outside of their regular hours of employment with the BPW must obtain the prior approval and permission of the BPW General Manager.

B. SAFETY

- **NO SMOKING POLICY – #101 – March 1, 2006**

  The following outlines the revised policy regarding a "No Smoking" policy as adopted by the Board of Public Works at their meeting held on March 1, 2006.

  There will be no smoking allowed in any Board of Public Works Buildings or Vehicles as recommended by the Safety Committee at their meeting of February 22, 2006.

- **SAFETY GLASSES – #135 – March 27, 2013**

  Employees pay for exam, fitting, and dispensing fees.

  Board of Public Works (BPW) will reimburse the employee for ½ of the cost for the safety glasses and frames up to a maximum of $150.00.

  Employees are eligible for one (1) pair of safety glasses every two (2) years, unless the employee's prescription demands change prior to that time. Employees must provide BPW with copies of the prescription change.

  BPW will pay for the replacement for any safety glasses that are broken while the employee is on the job. The employee will pay for the replacement for any safety glasses broken away from the job.

  Only employees who are regularly exposed to conditions that may be hazardous to their eyes are eligible for reimbursement by the BPW. The General Manager shall have the final determination if an employee is eligible for reimbursement under this policy.

- **WORKPLACE HEALTH & SAFETY MISSION STATEMENT – #108 – December 29, 1993**

The following "Workplace Health & Safety Mission Statement" and "Responsibilities of BPW as Employer and Safety Committee concerning Workplace Safety and Health" were approved at the Board of Public Works' meeting held December 29, 1993 as required by LB 757.

Exhibit "A"

WORKPLACE HEALTH AND SAFETY MISSION STATEMENT

The City acknowledges its responsibility to take whatever action is necessary to insure the safety and health of its employees.

Through the establishment of a Safety Committee and effective written injury prevention program, the City is committing itself to the development of those policies and procedures which will provide the necessary framework to meet these goals.

Whenever a condition or practice is found to exist, which could reasonably be expected to cause injury to an employee or others; or may result in property or financial loss to the City; the necessary preventive measures must be taken.

Each elected and appointed official has the responsibility to properly train, educate, supervise and discipline all employees under their direction; to insure that all unsafe practices and conditions are, to the extent possible, eliminated from the work environment.

Each employee has the responsibility to perform their respective tasks in the safest manner possible, to report all unsafe conditions and to follow the safe work procedures established within the City.

Failure to comply with these policies and procedures which have been established to insure a safe work environment will subject the violator to disciplinary action.

Whenever a condition or practice is found to exist which could reasonably be expected to cause death or serious physical harm, or serious property damage; the affected supervisor shall take whatever action is necessary to negate the cause, up to and including the stoppage of the activity in question. This same activity is charged to the Safety Committee on a city-wide basis.

- **WORK SITE ATTIRE – #104 – July 28, 1993**

At the request of the Safety Committee, the Board of Public Works has adopted the following policy:

Utility construction personnel are required to wear a minimum of long pants (no shorts) and an adequate shirt (minimum of a complete T-shirt) to protect employees from possible injury. Department Heads may require more protective clothing if necessary to protect employees from possible injury.

C. GENERAL

- **POLICY CONCERNING EXPENDITURE OF PUBLIC FUNDS FOR CERTAIN PURPOSES – #106 – September 15, 1993**

  At their meeting of September 15, 1993, the Board of Public Works adopted the "Policy Concerning Expenditure of Public Funds for Certain Purposes" as passed by the City Council on 9-07-93 excluding Section 1e and any reference to the City Council would be changed to the Board of Public Works.

  - *See Resolution Number 4054*

- **MILEAGE REIMBURSEMENT – #113 – August 30, 1995**

  The following outlines the policy regarding mileage reimbursement for employees as adopted by the Board of Public Works at their meeting held on August 30, 1995.

  Employees shall be reimbursed for mileage expense at the same rate as established by the State of Nebraska.

- **PURCHASING PRACTICES – #105 – August 11, 1993**

  At their meeting of August 11, 1993, the Board of Public Works adopted Resolution Number 3833 as passed by the City Council on 8-02-93 for purchasing procedures to be used as provided in the attached resolution.

  - *See Resolution Number 3833*

- **USE OF CITY-OWNED VEHICLES BY CITY PERSONNEL – #85 – July 15, 1986**

  The Board of Public Works has adopted the following policy regarding use of city-owned vehicles by City personnel.

  City employees who are authorized to use City-owned or leased vehicles shall use such vehicle only in connection with city business, not for personal use. The term "personal use" includes commuting, personal errands, and any other activity not pertaining to City business but shall not include minimums personal use (such as a stop for lunch between two business appointments). When a City vehicle is not being used for City business, it must be kept in the City employee parking lot unless it is temporarily located elsewhere, for example, for maintenance or because of a mechanical failure. This policy shall not apply to employees using "qualified non-personal use vehicles" as that term is defined by the US Internal Revenue Service.

- **USE OF COMPUTER AND TELEPHONE POLICY – #119 – April 2, 2001**

  The following outlines the use of computer, email, telephone, cell phone, and voicemail systems by employees:

City of Beatrice
Computer and Telephone Use Policy This Policy Addresses the Use of all City of Beatrice Computing and Telephone Facilities by Employees
of the City of Beatrice, including employees of the Board of Public Works
March 2001

General-Electronic Equipment Use
Employees of the City of Beatrice, including employees of the Beatrice Board of Public Works, shall not utilize City of Beatrice ("City") or Beatrice Board of Public Works ("BPW") computing facilities for personal use during regular business hours or when the facilities must be used for business purposes. Should the City or the BPW incur any costs from an employee's personal use at other times, the employee will be responsible for the costs.

The City and BPW computing facilities includes hardware and software that is the property of City or BPW ("City/BPW") or connected to City/BPW property. This includes, but is not limited to, property such as voice mail, microcomputers, mainframe equipment, printers, supplies, data, documentation, purchased software and public software (shareware), including the use of on-line services, and electronic mail.

Computing facilities shall not be used by employees for entertainment, political or religious activities, product advertisement, transmitting chain letters or "junk" mail or for personal monetary gain. No employee shall use the City/BPW's equipment or systems to access, download or store files containing sexually explicit or pornographic images or text, or to transmit (internally or externally) files containing sexually explicit or pornographic images or text.

NOTE: Remember that City/BPW can monitor all City/BPW computing facilities and computer use.

No employee shall attempt to access any data or programs contained on City/BPW computing facilities for which he or she does not have authorization or explicit consent from the Information Technology Coordinator, City Administrator, or Manager of the BPW.

Employees shall not share their City/BPW accounts with anyone. This includes sharing the password to the account, providing access to a City/BPW account or other means of sharing.

All employees are responsible for the proper use of City/BPW computing facilities. Violations of the "City of Beatrice Computer and Telephone Use Policy" will result in appropriate disciplinary action being taken.

E-mail

Privacy - The City and the BPW respect the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conduct or to the use of City/BPW computing facilities or supplies. All employees must be aware that the following guidelines may affect their privacy in the workplace:

City/BPW Rights - E-mail used at workplaces provided by the City or the BPW promotes and facilitates business communications. Each authorized employee has an individual sign-on (ID) to an e-mail system. This ID belongs to the City and the BPW, and the contents of the employee's e-mail are accessible at all times to management. The e-mail system is subject to review and is treated like other shared filing systems. All e-mail messages are company records and can be disclosed within the City and the BPW without the employee's permission. Employees should not assume that e-mail is confidential. Back-up copies may be maintained for business and legal reasons.

Personal Use - E-mail is provided to assist the employees in performing their jobs. Incidental and occasional personal use of e-mails by employees is permitted, but these messages are treated the same

as other business messages. Employees should not send messages that they wouldn't want read by a third party. Use of e-mail for gossip, including personal information about employees and others, is prohibited. If the employee misuses the e-mail system, City/BPW as applicable has the right to discipline employees, including discharge or demotion.

Virus Protection - No employee shall knowingly create, execute, forward or introduce any computer code designed to self-replicate, damage or otherwise impede the performance of any computer memory, storage, operating system or software.

Violations - Use of the City/BPW's e-mail system in any way that might be insulting, disruptive or offensive to others, such as sexually- explicit messages, jokes, cartoons, ethnic or racial slurs or any message that could be construed to be harassment of others, is prohibited. Some violations may, in fact, violate the law and subject the offender to criminal prosecution, or expose City/BPW to discrimination or sexual harassment accusations.

Newsgroups and Bulletin Boards
A Newsgroup is an e-mail based mailing list for a group of people who share similar interests. It is similar a chalkboard on which anyone can read and write. With a newsgroup, an employee doesn't need to subscribe, and messages are stored for review rather than sent out. An employee's use of news groups and bulletin boards must follow the same guidelines as those listed above for e-mail use.

Internet
The City and the BPW may allow certain employees to use the City/BPW provided Internet. These employees may use this tool to help them do their work at the City/BPW. These employees shall not access sites that do not relate to City/BPW business purposes. The City's firewall will automatically track the web sites that are accessed by individual users. Excessive use of company-provided Internet access for non-business related purposes will result in loss of Internet-access privileges or disciplinary action against the employee involved, or both.

Voice Mail
Privacy - The City and the BPW respect the individual privacy of its employees. However, employee privacy does not extend to the employee's work-related conducted or to the use of City/BPW telephone systems owned by the City/BPW. All employees need to be aware that the following guidelines may affect their privacy in the workplace:

City/BPW Rights - Voice mail used at City/BPW promotes and facilitates business communications. Each authorized employee has an individual sign-on (ID) to a voice mail system. This ID belongs to the City and the BPW and the contents of the employee's voice mail are accessible at all times to management. The voice mail system is subject to review and is treated like other shared filing systems. All voice mail messages are company records and can be disclosed within City/BPW without an employee's permission. Employees should not assume voice mail is confidential. Back-up copies may be maintained and referenced for business and legal reasons.

Personal Use - Voice mail is provided to assist employees in performing their jobs. Incidental and occasional personal use of voice mail is permitted by City/BPW, but these messages are treated the same as other business messages. Employees should not send messages that they wouldn't want read by a third party. If an employee misuses the voice mail system, the City/BPW shall have the right to discipline the employee, including discharge or demotion.

Violations - Use of the City/BPW's voice mail system in any way that might be insulting, disruptive or offensive to others, such as sexually-explicit messages, jokes, ethnic or racial slurs or any message that could be construed to be harassment of others, is prohibited. Some violations may, in fact, violate the law and subject the offender to criminal prosecution, or expose City/BPW to discrimination or sexual harassment accusations.

Software

Software is copyrighted material; it is illegal to make or distribute copies without authorization from the copyright owner. The software comes with a license that spells out how it may be used and distributed. Software licenses on the City/BPW's network are controlled and monitored by Information Systems staff. Software purchased for a specific computer is handled by its owner-department. The purchase of downloaded software must be documented and the documentation retained as proof of license. Employees must obtain written approval from the City's Information Technology Coordinator before using any publicly available software package at no cost. U.S. law prohibits making unauthorized copies of software for use by various users within a company. If caught with pirated software, the employee or City/BPW could be tried under criminal and civil laws. Criminal penalties include fines up to $250,000 or jail terms up to five years, or possibly both.

All software that is written by authorized personnel of the City/BPW on City/BPW work time is the property of the City/BPW. Employees are responsible for developing the documentation of application systems.

Telephones and Cellular Telephones

Telephones and cellular telephones are provided to employees to help them to do their work at the City/BPW. Use of City-owned telephones or cellular telephones for non-business related purpose except incidental personal use necessary to further the business-related purposes of the City, is a violation of this policy and the City/BPW, as applicable, has the right to discipline employees, including discharge or demotion for such violations.

III. ELECTRIC DEPARTMENT

A. ELECTRIC/ELECTRONIC DAMAGE CLAIM – #97 – March 14, 1990

To institute a requirement for any damages claimed by a customer and or service department said to be caused by voltage variations.

Any such claim must be inspected by Board of Public Works' personnel before repair by the technician, or the claim may be refused.

The service order must be signed by the technician who did the estimate or repair so that our insurance carrier may contact them for further information.

B. INSTALLATION

- **INSTALLATION OF PRIMARY AND SECONDARY LINES – #109 – May 25, 1996**

Secondary

The Board of Public Works will supply and install the service entrance cable from the transformer to the meter (underground) or weatherhead (overhead). The maximum length of secondary is to be 200 feet. All costs from a secondary longer than 150 feet will be the responsibility of the customer. This amount is to be escrowed by the customer prior to work commencing on the line.

Primary

The cost (including transformer) of any extension of primary service, single phase or three phase, will be shared by the customer and the Board of Public Works on a 50/50 basis. The customer must make an escrow deposit of their portion of the estimated cost with the Board of Public Works before work will commence. This will be in effect for either overhead or underground primary extensions.

- **STREET LIGHT INSTALLATION IN NEW RESIDENTIAL DEVELOPMENTS – #133 – March 13, 2013**

Effective March 13, 2013, the Board of Public Works policy on street light installation in new residential subdivisions will be as follows:

- LED, High pressure sodiums, or an equivalent will be installed.
- Aluminum poles or an equivalent will be installed.
- Lines will be underground, where permitted.
- Street lights will be placed at each intersection and span approximately 250-300 feet between poles and non-intersection areas.

C. MULTIPLE METERING AT A SINGLE FAMILY RESIDENTIAL PROPERTY – #117 – December 2, 1998

It shall be the policy of the Board of Public Works to allow only one Service entrance at each single family residential property.

Explanation:

Under the city's zoning regulations, an accessory structure on the premises must be used for a use that is 'accessory' to the single family dwelling on the premises. In other words, use of the garage by a second party, who does not occupy the house, for storage or business purposes are not allowable. Nor is use of the garage by a landlord for personal storage or business purposes an allowable use. In addition, use of a detached garage by the property's occupant for a business is not allowed unless a special use permit is obtained from the Planning Commission.

Having only one service per property helps ensure safety in the case of a fire, etc., since the Fire Department could be assured that disconnection of the service to the principal structure would alleviate any electrical hazard.

D. REMOVAL AND/OR RELOCATION OF EXISTING WHEN REQUESTED BY PROPERTY OWNER/AGENT – #61 – February 20, 1974

The expense of removal/relocation of utility lines; electric, water and sewer and sometimes storm sewer; when requested by property owner, owners agent, or developer, will be borne by the property owner. Existing utilities are considered adequate for purposes required by the City and the Board of Public Works and that reconstruction/relocation expense is unjustified. One half of estimated cost for removal/relocation will be placed in escrow by owner before work is started and balance will be billed upon completion of work by the Board of Public Works.

E. SECURITY LIGHTS – #137 – April 10, 2013

The following shall govern the security lighting program:

1. Contracts for residential service shall only be made with the property owner.

2. Upon receipt of the completed contract form signed by the property owner the contract shall be referred to the Electric Superintendent for his approval. The Electric Superintendent shall complete the installation and note the installation date on the contract. The contract shall then be given to the Office Manager for billing purposes.

3. Lights will not be installed on transformer poles.

4. Connections to City lines or light installation on City poles shall only be done by the Board of Public Works personnel.

5. Board of Public Works shall only install lights for use on an unmetered basis. No switches will be installed by the Board of Public Works.

F. TEMPORARY SERVICES – #50 – August 18, 1971

The Board of Public Works policy on installation of temporary electric services will be as follows:

All temporary electric services which do not become a part of a permanent electric service will be subject to a labor and equipment charge for installation and removal and a charge for any non-recoverable materials.

An estimate will be made by the Electric Superintendent for the person requesting the service prior to installation.

Exceptions to this policy may be made at the discretion of the Electric Superintendent or the Board of Public Works Manager if an installation is made which does not meet the above requirements for the convenience of the Board of Public Works or for any good and valid reason.

G. UNDERGROUND ELECTRICAL SERVICE – #44 – November 12, 1969

The Policy Adopted By The Board Of Public Works On Electric Services On November 5, 1969, Was Amended By The Board On November 5, 1969, Was Amended By The Board On November 12, 1969, To Read As Follows:

Each All Electric Commercial Or Industrial Customer Will Be Furnished Underground Electrical Service At No Additional Cost By The Board Of Public Works Providing It Is Feasible From The Engineering And Economic Standpoint And The Customers Desires Such Service.

Underground Service For All-Electric Homes Will Be In Accordance With The Policy Adopted By The Board Of Public Works On April 5, 1967.

All Other Electrical Services Will Be Of A Type Determined By The Board Of Public Works To Be The Most Economical And:

A. Capable Of Fulfilling The Customers Requirements
B. In Compliance With All Appropriate Electrical Codes.

Any Customer Desiring A Service Installation Other Than A Type Determined By The Board Of Public Works In Accordance With This Policy Or Applicable Ordinances Will Be Required To Pay Any Increased Cost Of Such Service.

* The Addition Of The Word "Each" In The First Sentence Of The Policy Is The Amendment Approved By The Board On 11-12-69.

H. CREDITS & REBATES FOR INSTALLATION OF ELECTRIC DEVICES - #132 – January 16, 2013 (REPEALS BOARD POLICIES #122, 123, AND 124)

1. The BPW will assist customers apply for any rebates offered by Nebraska Public Power District (NPPD) for the installation of electric heat pumps, all electric heating, or electric water heaters.

2. The BPW will provide a $100.00 credit for the installation of an electric water heater. In order to qualify, the water heater must be a 40 gallon unit or larger and installed in a residence. The credit is available to owner of the property where the water heater is installed.

The credit is for new equipment, equipment conversion from fossil fuel, or replacement of electric equipment to a more efficient unit.

A receipt showing proof of purchase or installation must accompany each application form.

The customer must allow the Board of Public Works to install a load management controller on the unit in order to qualify for the credit.

The credit would be applied to each month's electric utility bill until completely used, not as a check.

This policy only endorses the concept of heating electrically and in no way constitutes an assumed liability due to negligent installation or negligent use of said heat pump, all electric heating system, or electric water heater should said heat pump, all electric heating system, or electric water heater not produce assumed results.

IV. WATER DEPARTMENT

A. WATER SERVICE LINES/WATER TAPS

- **WATER SERVICE LINE – #4 – February 2, 1966**

At the regular meeting of the Board of Public Works held February 2, 1966, the following policy was adopted:

In cases where more than one customer is on a water service and since it is impossible to determine who paid for the original tap and at the time of installation it had been permitted by the Board of Public Works, that the new tap will be made free of charge by the Board of Public Works in order to comply with present city ordinances. The cost of the service line from the meter to the house will be borne by the customer.

- **WATER TAP FEES – #141 – October 2, 2013 – Replaced #129**

Effective December 1, 2013:

a) The cost for a water tap shall be:

1" Water Tap	$1,200.00
Over 1" Water Taps	Water Superintendent shall set the fee based upon the cost of labor, equipment, and materials.

An additional charge for the installation of water taps may be added if crossing a State or Federal highway or railroad is required.

b) No ¾" water taps shall be installed for new construction.

c) The cost of water tap fees shall be reviewed annually.

- **WATER TAP CHANGES – #52 – May 24, 1972**

Effective immediately, customers requesting changes in the location of water taps will be charged the full cost for the new tap plus the cost of removing or deactivating the old tap less any salvage material from the old tap.

Customers requesting changes of water taps to a larger size will be charged the full price for the larger size tap with credit being given only for salvage material from the existing tap.

B. WATER MAIN EXTENSIONS - #8 – May 7, 1962

Moved by Schafer, seconded by Lahodny, that the request of Robin Spence and Arnold Bruns for water service outside the city limits on Scott Street east of 25th Street be granted with the following provisions in addition to those set by State Statute and City Ordinance.

1. That the service be by 4" cast iron water main extension designed by the Board of Public Works east to the eastern most connection,

2. That an agreement giving control of the water main to the City of Beatrice be signed, and
3. That they, as well as all future applicants for water service outside the city limits, sign an agreement providing for immediate discontinuance of water service for an undetermined period of time at any and all times when facilities of the city for supplying service to the inhabitants of the city become inadequate:

and that the Board recommend to the Mayor and City Council the granting of permission under the above-stated provisions to the above-named persons to obtain water service beyond the corporate limits, because at the present time it appears beneficial for the city to provide such service. Carried.

C. REMOVAL AND/OR RELOCATION OF EXISTING UTILITY WHEN REQUESTED BY PROPERTY OWNER/AGENT – #61 – February 20, 1974

The expense of removal/relocation of utility lines; electric, water and sewer and sometimes storm sewer; when requested by property owner, owners agent, or developer, will be borne by the property owner. Existing utilities are considered adequate for purposes required by the City and the Board of Public Works and that reconstruction/relocation expense is unjustified. One half of estimated cost for removal/relocation will be placed in escrow by owner before work is started and balance will be billed upon completion of work by the Board of Public Works.

D. RESTRICTION OF WATER USAGE – #89 – June 29, 1988

In accordance with Ordinance Number 88-24 approved on June 27, 1988, the Board of Public Works at their meeting held June 29, 1988 took the following action:

To maintain adequate fire protection and normal usage, it is recommended that the reservoir level not drop below 10'. If the level should fall below the 10' minimum level, the Board of Public Works would recommend to the Mayor to impose the restriction of water usage for lawn watering only on the following rotation basis:

North of Lincoln Street - Day 1
South of Lincoln and East of the River - Day 2
West Side - Day 3

The restriction would not apply to Sunday.

If the reservoir level would rise above the 10' minimum level desired, the restriction would be removed. If the reservoir level would then fall again below the 10', the restriction would become in affect and the rotation basis would continue with the rotation schedule.

- *See Ordinance Number 88-24*

V. WPC DEPARTMENT

A. ADJUSTMENT OF SEWER CHARGES – #51 – April 6, 1972

The following methods will be used in adjusting sewer charges:

RESIDENTIAL

(a) Persons claiming a water leak must present plumber's bill or other satisfactory evidence showing repair of claimed leak. Duration and extent of leak will be determined by analysis of past water consumption.

(b) If leak was such that water was discharged to the sewer, the customer will be required to pay the appropriate charge for the period of the leak but the estimated excess water consumption will be credited in computing the monthly average for the five month period.

(c) Adjustments on residential sewer use fees in buildings occupied by more than one but not more than three families will not be adjusted to an amount lower than the number of families in the building times the sewer use fee minimum.

COMMERCIAL

(a) Commercial customers claiming a water leak must present a plumber's bill showing repair of the claimed leak.

(b) The sewer charge will not be adjusted if the leak was such that the water was discharged to the sewer.

(c) If water was not discharged to sewer then an adjustment may be made based on past water consumption records.

In all cases the decision on whether to adjust and the amount of the adjustment will be determined by the Office Manager, Assistant General Manager, or the General Manager.

B. MAINTENANCE AND RESPONSIBILITY OF SEWERS - #15 – January 12, 1961

Moved by Arthur, seconded by Elliott, that it be a policy of the Board of Public Works that henceforth the Board will not be responsible for nor maintain sewers which have been or will be constructed unless they meet City specifications. Carried unanimously.

C. REMOVAL AND/OR RELOCATION OF EXISTING UTILITY WHEN REQUESTED BY PROPERTY OWNER/AGENT – #61 – February 20, 1974

The expense of removal/relocation of utility lines; electric, water and sewer and sometimes storm sewer; when requested by property owner, owners agent, or developer, will be borne by the property owner. Existing utilities are considered adequate for purposes required by the City and the Board of Public Works and that reconstruction/relocation expense is unjustified. One half of estimated cost for removal/relocation will be placed in escrow by owner before work is started and balance will be billed upon completion of work by the Board of Public Works.

D. SEWER DEPARTMENT NAME CHANGE - #38 – September 13, 1967

At the regular meeting of the Board of Public Works held Wednesday, September 13, 1967, the title of the Sewer Department was changed to “Water Pollution Control Department”.

E. SEWER SERVICE CHARGES FOR CUSTOMERS NOT ON CITY WATER – #40 – April 24, 1968

Sanitary sewer service charges for customers not on City water will be subject to the approved rate.

Customers will be charged for a minimum of 2,000 gallons or 1,000 gallons per person for each person in residence in the premises connected to the sewer, whichever is greater.

If the customer prefers he may meter the water used at his own expense in which case the meter would be read and computed as for any other residential customer.

In the case of commercial customers, water usage must be metered at the expense of the customer.

F. SHOTS FOR SEWER DEPARTMENT EMPLOYEES - #26 – February 2, 1966

At the regular meeting of the Board of Public Works held January 26, 1966, a policy was adopted by the Board that Typhoid and Tetanas shots be made available to Sewer Department employees at the Board’s expense.

VI. STREET DEPARTMENT

A. ASSESSMENT POLICY FOR ALLEYS – #46 – October 7, 1970

Since State statutes require that improvement districts be assessed according to benefits received, the following policy will govern the assessment of improvement districts providing for surfacing of any type in alleys:

1. On alleys running completely through the block, only property abutting the alley will be assessed regardless of the depth of the property from the alley or the original platting of the alley. Under no circumstances will property having no access to the alley be assessed.

2. In the case of T alleys, assessment from the top of the T will be on a graduated basis - 50% of the distance to the next street or 150 feet whichever is less. Percentages for various distances will be computed from existing street improvement paving assessments. This procedure will be used because in the case of a T alley property on the stern of the T benefit from the paving at the top which prevents a dead-end alley.

B. CUTTING OF CURBS, STREETS AND/OR ALLEYS – #99 – February 13, 1991

1. The cutting of curbs for driveways shall be done using the methods as shown on Exhibit "A" attached or by milling the curb to the same configuration as Exhibit "A".

2. All cutting or milling of streets and alleys (except those by the Board of Public Works) shall be inspected and approved by the Building Inspection Department.

3. All costs shall be borne by the contractor constructing the driveway ramp or access way.

All deviations or approval of alternate methods must be approved by the Board of Public Works Engineering Department.

C. SIDEWALK INTERSECTION REIMBURSEMENT – #136 – March 27, 2013

The reimbursement rate for curbside and 4' set back sidewalk intersections on City property shall be established by the City Engineer when requested.

VII. MISCELLANEOUS

A. BID SECURITY – #96 – February 28, 1990

At the regular meeting of the Board of Public works on February 28, 1990, Board Policy #77 was amended to raise the estimated cost under which the bid security requirement will be optional to $15,000.

- *See Resolution #3464 adopted by the City Council February 19, 1990.*

B. TREE TOPPING – #125 – August 9, 2005

It shall not be permitted as a normal practice for any person, firm, or city department to top any Street Tree, Park Tree, or other tree on public property. Topping is defined as the severe cutting back of limbs to stubs larger than three inches in diameter within the tree's crown to such a degree so as to remove the normal canopy and disfigure the tree. A tree severely damaged by storms or other causes, or certain trees under utility wires or other obstructions where other pruning practices are impractical may be exempted from this policy.

C. OFFICE HOURS - #24 – November 25, 1964

Moved by Arthur, seconded by Elliott, that the Board of Public Works office will close at 5:00 p.m. on all Fridays starting January 8, 1965. MOTION CARRIED.