



**STAKE  
YOUR  
CLAIM**

**BEATRICE**

**CITY • BOARD OF PUBLIC WORKS**

# BOARD POLICIES

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## BOARD POLICIES BY NUMBER

Policy #	Subject	Date Adopted	Repealed / Revised / Replaced by #
165	<a href="#">Water Tap Fees</a>	September 10, 2025	Replaced #163
164	<a href="#">Procedural Policies for Utility Disconnection</a>	July 2, 2025	Replaced #159
<del>163</del>	<del>Water Tap Fees</del>	<del>October 2, 2024</del>	<del>Replaced by #165</del>
162	<a href="#">Energy Efficiency Loan Program</a>	February 14, 2024	Replaced #153
161	<a href="#">Energy Rebate and Incentive Program</a>	February 14, 2024	Replaced #156
160	<del>Water Tap Fees</del>	September 28, 2022	Replaced #155
159	<del>Procedural Policies for Utility Disconnection</del>	<del>July 27, 2022</del>	<del>Replaced by #164</del>
158	<a href="#">Utility Deposits</a>	April 27, 2022	Replaced #157
157	<del>Utility Deposits</del>	<del>January 12, 2022</del>	<del>Replaced by #158</del>
156	<a href="#">Energy Rebate and Incentive Program</a>	September 29, 2021	Replaced #151
155	<del>Water Tap Fees</del>	<del>September 15, 2021</del>	<del>Replaced by #160</del>
154	COVID-19 Assistance	March 19, 2020	REPEALED 2/1/2023
153	Energy Efficiency Loan Program	February 11, 2020	Replaced by #162
152	<a href="#">Bill Stuffer Qualifications</a>	January 15, 2020	Replaced by #155
151	<del>Water Tap Fees</del>	<del>September 11, 2019</del>	<del>Replaced #142</del>
150	Utility Deposits	August 29, 2018	Replaced by #157
149	<a href="#">Extension or Relocation of Electrical Service</a>	March 1, 2017	Replaced by #151
148	<del>Water Tap Fees</del>	<del>September 14, 2016</del>	<del>Replaced #147</del>
147	<del>Water Tap Fees</del>	<del>September 16, 2015</del>	<del>Replaced by #148</del>
146	<a href="#">Notification of Landlords</a>	February 11, 2015	Replaced #142
145	<del>Utility Deposits</del>	<del>December 31, 2014</del>	<del>Relaced by #157</del>
144	<del>Procedural Policies for Utility Disconnection</del>	<del>March 11, 2015</del>	<del>Replaced by #159</del>
143	<del>Bill Stuffer Qualifications</del>	<del>July 2, 2014</del>	<del>Replaced by #152</del>
142	Utility Deposits	February 12, 2014	Replaced #127
141	<del>Water Tap Fees</del>	<del>October 2, 2013</del>	<del>Replaced by #147</del>
140	Installation of Primary and Secondary Lines	UNDER REVIEW	
139	NOT USED		
138	<del>Utility Cuts in Streets, Alleys, or Right of Ways by Contractors</del>	<del>May 1, 2013</del>	<del>Under City Code</del>
137	<a href="#">Security Lights</a>	April 10, 2013	Repealed #36 – Revised 10/24/2023
136	<a href="#">Sidewalk Intersection Reimbursement</a>	March 27, 2013	Repealed #94
135	<a href="#">Safety Glasses</a>	March 27, 2013	Repealed #98
134	<del>Outside Employment by Employees</del>	<del>March 27, 2013</del>	<del>REPEALED 1/14/2026</del>
133	<a href="#">Street Light Installation in New Residential Development</a>	March 13, 2013	Repealed #107
132	<del>Credits &amp; Rebates for Installation of Electric Devices</del>	<del>January 16, 2013</del>	<del>REPEALED 10/13/2021</del>
131	<a href="#">Identity Theft Prevention Program</a>	April 15, 2009	Reaffirmed 1/16/2013
130	<a href="#">Customer Charges</a>	September 30, 2008	Replaced #120 & #115
129	<del>Water Tap Fees</del>	<del>August 15, 2007</del>	<del>Replaced #116</del>
	<del>Proposed Early Retirement Incentive Policy</del>	<del>April 3, 2007</del>	<del>REPEALED 8/29/2012</del>
128	<a href="#">Public Disclosure Policy</a>	March 29, 2007	
127	Utility Deposit	December 27, 2006	Replaced by #142
126	<del>Bill Stuffer Qualifications</del>	<del>January 6, 2006</del>	<del>Replaced by #143</del>

125	<a href="#">Tree Topping Policy</a>	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	<a href="#">Fee Charged for Late Notices</a>	September 16, 2008	Revised Policy #103
120	Customer Charges	March 10, 2004	Revised Policy #115 & 102
119	Use of Computer & Telephone	April 2, 2001	REPEALED 8/28/2019
118	Early Retirement Incentive Policy	April 2, 2001	REPEALED 8/29/2012
117	<a href="#">Multiple Metering at a Single Family Residential Property</a>	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	REPEALED 8/28/2019
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	<a href="#">Installation of Primary and Secondary Lines</a>	May 26, 1996	Replaced #49
108	<a href="#">Workplace Health &amp; Safety Mission Statement</a>	December 29, 1993	Revised 11/1/2023
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	REPEALED 8/28/2019
105	Purchasing Practices	August 11, 1993	REPEALED 6/10/2015
104	<a href="#">Work Site Attire</a>	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	REPEALED 8/28/2019
100	Charge for Insufficient Fund Checks	May 15, 1991	Revised #72
99	Cutting of Curbs, City Streets, and Alleys	February 13, 1991	REPEALED 2/26/2014
98	Safety Glasses	November 29, 2000	Replaced by #135
97	<a href="#">Electric/Electronic Damage Claim</a>	March 14, 1990	
96	Bid Security	February 19, 1990	REPEALED 8/28/2019
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	<a href="#">Restriction of Water Usage</a>	June 29, 1988	
88	<del>Commission for Installation of All Electric Heating System</del>	<del>June 1, 1988</del>	Replaced by #112
87	<del>Commission for Installation of All Electric Heating System</del>	<del>June 1, 1988</del>	Replaced by #112
86	<del>Commission for Installation of All Electric Heat Pump</del>	<del>June 1, 1988</del>	Replaced by #112
85	<a href="#">Use of City Owned Vehicles by City Personnel</a>	July 15, 1986	
84	<del>Prohibits Accumulation of Vacation Time</del>	<del>March 1, 1986</del>	REPEALED 10/10/2012
83	<del>Reimbursement for Sidewalk Intersections</del>	<del>September 25, 1985</del>	Replaced by #94
82	<del>Utility Cuts in Paved Streets or Alleys</del>	<del>September 25, 1985</del>	REPEALED 6/26/2013
81	<del>Cutting of Curbs, City Streets, and Alleys</del>	<del>September 25, 1985</del>	Replaced by #99
80	<del>Inactive Water Taps</del>	<del>May 15, 1985</del>	REPEALED 8/29/2012
79	<del>Continuing Education Assistance Policy</del>	<del>October 1, 1984</del>	REPEALED 10/10/2012
78	<del>Mileage Reimbursement</del>	<del>November 30, 1983</del>	Replaced by #113
77	<del>Bid Security</del>	<del>December 7, 1983</del>	Revised by #96
76	<del>Utility Deposit</del>	<del>June 1, 1983</del>	Replaced by #114
75	<del>Water Tap Fees</del>	<del>December 22, 1982</del>	Replaced by #95
74	<a href="#">City Council's Recommendation of Dealing with Staff Personnel</a>	April 12, 1982	
73	<del>Water Tap Fees</del>	<del>January 23, 1980</del>	Replaced by #75
72	<del>Charge for Insufficient Fund Checks</del>	<del>August 8, 1979</del>	Revised by #100
71	<del>Water Tap Fees</del>	<del>August 3, 1978</del>	Replaced by #73
70	<del>Banners</del>	<del>April 26, 1978</del>	REPEALED 3/13/2013
69	<del>Water Tap Fees</del>	<del>June 9, 1976</del>	Replaced by #71
68	<del>Commission for Installation of All Electric Heat Pump</del>	<del>May 5, 1976</del>	Replaced by #86
67	<del>Electrical Irrigation Service</del>	<del>February 1, 1976</del>	REPEALED 11/14/2012
66	<del>Wage Fluctuation for Supervisory and Part-time Employees</del>	<del>April 30, 1975</del>	REPEALED 11/14/2012
65	<del>Customer Charges</del>	<del>April 30, 1975</del>	Replaced by #102
64	<del>Mileage Allowance</del>	<del>May 15, 1974</del>	Replaced by #78
63	<del>Electrical Irrigation Service</del>	<del>April 24, 1974</del>	Replaced by #67
62	<del>Water Tap Fees</del>	<del>March 20, 1974</del>	Replaced by #69
61	<a href="#">Removal and/or Relocation of Existing Utility When Requested by Property Owner/Agent</a>	February 20, 1974	
60	<del>Health &amp; Accident Insurance Benefits – Non-Job Related</del>	<del>October 8, 1973</del>	REPEALED 11/14/2012
59	<del>Customer Request for Meter Calibrations</del>	<del>October 8, 1973</del>	REPEALED 11/28/2012
58	<del>Repair/Replacement of Worn-out Water Main</del>	<del>July 25, 1973</del>	REPEALED 4/10/2013
57	<del>Utility Deposit</del>	<del>March 8, 1973</del>	Replaced by #76
56	<del>Health &amp; Accident Insurance – Metropolitan Life Ins. Co</del>	<del>February 20, 1973</del>	REPEALED 10/10/2012
55	<del>Water Tap Fees</del>	<del>January 18, 1973</del>	Replaced by #62
54	<del>Reimbursement for Sidewalk Intersections</del>	<del>September 20, 1972</del>	Replaced by #83
53	<del>Negotiated Electric Rate for Well Field</del>	<del>May 25, 1972</del>	REPEALED 11/14/2012

52	<a href="#">Water Tap Changes</a>	May 24, 1972	
51	<a href="#">Adjustment of Sewer Charges</a>	April 6, 1972	Revised 11/1/2023
50	Temporary Services	<del>August 18, 1971</del>	REPEALED 8/28/2019
49	Installation of Underground Electricity	<del>March 18, 1971</del>	Replaced by #109
48	Insurance Coverage	<del>December 2, 1970</del>	REPEALED 11/14/2012
47	Reimbursement for Sidewalk Intersections	<del>November 25, 1970</del>	Replaced by #54
46	<a href="#">Assessment Policy for Alleys</a>	October 7, 1970	
45	Customer Charges	<del>November 1, 1967</del>	Replaced by #65
44	Underground Electrical Services	<del>November 12, 1969</del>	REPEALED 8/28/2019
43	Underground Electrical Services to Gold Medallion Homes	<del>April 5, 1967</del>	REPEALED 2/27/2013
42	Water Tap Fees	<del>December 1, 1969</del>	Replaced by #55
41	Mileage Allowance	<del>December 8, 1968</del>	Replaced by #64
40	<a href="#">Sewer Service Charges for Customers Not on City Water</a>	April 24, 1968	
39	Utility Deposits	<del>April 1, 1968</del>	Replaced by #57
38	<a href="#">Sewer Department Name Change</a>	September 13, 1967	
37	<a href="#">Determination of Residential or Commercial Utility Rate Application</a>	January 11, 1967	
36	Security Lights	<del>December 5, 1966</del>	REPEALED 4/10/2013
35	Planting, Removal of Trees and Shrubbery—General Standards	<del>March 24, 1964</del>	REPEALED 4/10/2013
34	Employees Living Outside City Limits	<del>August 30, 1966</del>	REPEALED 11/28/2012
33	Employees in National Guard	<del>August 2, 1966</del>	REPEALED 9/26/2012
32	Holidays	<del>January 3, 1966</del>	REPEALED 9/26/2012
31	Vacations	<del>October 21, 1966</del>	REPEALED 9/26/2012
30	Vacations	<del>January 27, 1966</del>	REPEALED 9/26/2012
29	Training Program	<del>March 29, 1968</del>	REPEALED 10/10/2012
28	Training Program	<del>January 27, 1966</del>	REPEALED 10/10/2012
27	Sick Leave	<del>January 27, 1966</del>	REPEALED 9/26/2012
26	<a href="#">Shots for Sewer Department Employees</a>	February 2, 1966	
25	Retirement Age	<del>September 29, 1964</del>	REPEALED 10/10/2012
24	Office Hours	<del>November 25, 1964</del>	REPEALED 1/14/2026
23	40 Hour Work Week	<del>October 18, 1956</del>	REPEALED 9/26/2012
22	Outside Employment by Employee	<del>February 3, 1965</del>	Replaced by #134
21	Expense Reimbursement	<del>October 15, 1963</del>	REPEALED 10/31/2012
20	Employees in National Guard	<del>January 13, 1949</del>	Replaced by #33
19	Customer Deposits	<del>May 11, 1966</del>	Replaced by #39
18	Utility Service Application Requirements	<del>June 1, 1966</del>	REPEALED 10/31/2012
17	Weed Mowing Charges	<del>July 30, 1963</del>	REPEALED 9/26/2012
16	Charge for New Fire Protection Customers	<del>July 14, 1964</del>	REPEALED 9/26/2012
15	<a href="#">Maintenance &amp; Responsibility of Sewers</a>	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	REPEALED 1/14/2026
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	REPEALED 1/14/2026
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 10<sup>th</sup> 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 10<sup>th</sup> 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.

❖ **PROCEDURAL POLICIES FOR UTILITY DISCONNECTION – #164 – JULY 2, 2025**

I. Right to Disconnect

The City of Beatrice (hereinafter “City”) may disconnect utility service for any of the following reasons or for any other reason permitted by federal, state or municipal law.

1. Failure to meet the applicable provisions of law.
2. Violation of the ordinances or regulations pertaining to utility service.
3. Nonpayment of past or present utility bills.
4. Willful or negligent waste of service due to improper or imperfect pipes, fixtures, appliances or otherwise.
5. Molesting any meter, seal or other equipment controlling or regulating the supply of utility service.
6. Theft or diversion and/or use of service without payment therefor.
7. Vacancy or abandonment of premises.
8. Change in name of person to be billed.
9. Any other reason allowed pursuant to the Beatrice City Code and/or state law.

II. Delinquent Bills

1. All bills for utility service are due and payable the day they are placed in the mail.
2. Payment is allowed for not less than fifteen (15) calendar days after the bill is mailed. After that date, referred to as the delinquent date, the bill is delinquent and payable at that amount and any penalties.
3. If a bill becomes delinquent, a disconnect notice will be served, upon any customer, in compliance with Section III and IV of this procedural policy. Disconnection shall be set for not less than seven (7) business days after the date upon which the bill became delinquent.
4. Should any of the dates of this Section fall upon a Saturday, Sunday, or a holiday observed by the Board of Public Works, then such date shall be extended to the close of the next business day.

III. Serving Disconnect Notice

At least seven (7) business days before disconnection of utility service, the City shall give notice by first class mail, by electronic delivery, except that electronic delivery shall only be used if the customer has elected to receive such notices by electronic delivery, or in person to the customer whose utility service is to be disconnected. If notice is given by first class mail or electronic delivery, such mail or electronic delivery shall be conspicuously marked as to its importance. The City also has available to customers a third-party notice whereby the City will serve the notice of disconnection on the designated third party by first class mail, electronic delivery, or in person.

IV. Contents of Disconnect Notice

The disconnection notice, by state law, shall contain at least the following information.

1. The reason for the proposed disconnection;
2. A statement of intention to disconnect unless the customer either pays the bill or reaches an agreement with the utility regarding payment of the bill;
3. The date upon which service will be disconnected if the customer does not take appropriate action;
4. The name, address and telephone number of an employee designated by the City to whom the customer may address an inquiry or complaint;
5. A statement explaining that the customer has a right, prior to the disconnection date, to request a conference regarding any dispute over the proposed disconnection;
6. A statement that the City will not disconnect utility service until the conference is concluded;
7. A statement to the effect that disconnection may be postponed or prevented upon presentation of a duly licensed physician's certificate which shall certify that the customer or resident within such subscriber's household has an existing illness or handicap which would cause such subscriber or resident to suffer an immediate and serious health hazard by the disconnection of the utility's service to that household. Such certificate must be filed with the City within five (5) calendar days of receiving notice of disconnection and will prevent the disconnection of utility service for a period of thirty (30) calendar days from such filing. Only one (1) postponement of disconnection shall be allowed for each incidence of non-payment of any due account;
8. A list of all monies that must be remitted to the City for reconnection, including any reconnect charges and payment of all past due accounts;
9. A statement explaining that the customer may arrange with the City for an installment payment plan; and
10. A statement to the effect that those customers who are welfare recipients may qualify for assistance in payment of their utility bill and that they should contact their caseworker in that regard.

V. Conference with Utility Customer

Upon a written request by a customer for a conference, the City shall:

1. Have the Finance Director hear and decide all matters at the conference.
2. Schedule a conference within fourteen (14) calendar days of the receipt of the customer's request for a conference.
3. Notify the customer in writing of the time, place and date scheduled for the conference.

The conference shall be informal and not governed by the Nebraska Rules of Evidence. Failure by the customer to attend the conference shall relieve the City of any further action prior to the disconnection of utility service.

The customer may, prior to the scheduled conference, give good and sufficient reason that they will be unable to attend the conference at the appointed time and date. The City shall make a reasonable effort to reschedule the conference.

The Finance Director shall, based solely on the evidence presented at the conference, affirm, reverse, or modify any part of the disconnection notice which is a result of a disputed billing. The Finance Director shall allow disconnection of utility service only when all less drastic remedies have been exhausted.

If the Finance Director determines at the conference that the customer did not receive proper notice or was denied any other legal right, the employee shall recess and continue the conference at such time as the subscriber has been afforded his or her rights.

## VI. Appeals

If the designated employee issues an opinion that is adverse to the customer, the customer may, within five (5) calendar days after the date the decision is issued, appeal in writing. The appeal will be heard before the Beatrice Board of Public Works General Manager.

Upon receiving a written request for an appeal, the utility will notify the customer of the location, date, and time of the hearing in writing. The date of the hearing will be at least seven (7) calendar days after the day the appeal request is received by the utility.

The customer may examine and copy, not less than three (3) business days prior to the hearing, the utility's file and records pertaining to the dispute.

At an appeal hearing, the customer may be represented by legal counsel or other representative or spokesperson.

The appeal hearing will be conducted as follows:

1. A representative of the utility will present the reason or reasons the utility issued the disconnect notice, a summary of the proceedings at the conference, and the decision by the designated employee.
2. The customer will next present his or her reasons for appealing the decision.
3. The representative of the utility will then have an opportunity to present any other information in response to the customer's presentation.
4. The customer will have a last opportunity to present information regarding why he or she feels the designated employee's decision should be reversed.

The customer may present witnesses and offer evidence. All witnesses may be cross-examined and confronted.

The customer may make or have made a record of the proceedings at his or her own expense.

A written copy of this appeal policy will be furnished to a customer upon request.

## VII. Repairs

Interruptions of service or disconnections made pursuant to repair, maintenance, health, or safety reasons shall not constitute a disconnection for the purposes of this procedural policy.

### ❖ UTILITY DEPOSITS – #158– REPLACED #157 – APRIL 27, 2022

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

## **Definitions**

For the purpose of this policy the term “Good Credit” shall mean that a customer has not been disconnected for non-payment, has not provided the City of Beatrice or the Beatrice Board of Public Works with a returned check, or has not incurred more than one (1) late charge on their BPW utility bill in the past twelve (12) months.

## **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 a returned 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 a returned 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 a returned 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 its current business from one (1) location to another, or expands its current business into another location, and the customer has twenty-four (24) consecutive months of Good Credit with the Board of Public Works, then the deposit shall be waived. No deposits shall be waived if the commercial customer starts a substantively different type of business, regardless of whether the customer is engaging in such business under the same name or at the same location. For example, the deposit shall not be waived if ABC, LLC, which currently engages in manufacturing, starts a pet grooming business under the same LLC.

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.  
( $\$750 \times 2 = \$1,500$ )

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. Said estimate shall be prepared by the Board of Public Work staff.

Once a customer has had twenty-four (24) consecutive months of Good Credit, their deposit shall be returned to them.

A customer shall have their deposit returned to them in the form of applying said deposit to their Board of Public Works utility bill.

When a customer closes their account, their deposit will be applied to their 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.

The Board of Public Works shall review any commercial customer who paid a deposit prior to the adoption of this policy and determine the number of consecutive months of Good Credit. If the customer has had Good Credit the last twenty-four (24) consecutive months, then the customer shall have their deposit returned to them in the form of applying said deposit to their next Board of Public Works utility bill.

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.

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

### **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. Upon the request of a customer to have their deposit returned, their deposit shall be returned to them in the form of applying said deposit to their Board of Public Works utility bill within thirty (30) business days.

When a customer closes their account, their deposit will be applied to their 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.

### **❖ NOTIFICATION OF LANDLORDS – #146 – FEBRUARY 11, 2015**

Beginning February 1, 2015, the Beatrice Board of Public Works (BPW) shall offer the following options to any landlord with a property served with utilities by the BPW:

1. A landlord may choose not to have the utilities at any property they own automatically transferred into their name in the event a tenant terminates service or is disconnected for non-payment. The landlord will not receive any notification.

2. A landlord may have the utilities at any property they own automatically transferred into their name in the event a tenant terminates service or is disconnected for non-payment. The landlord will not be notified when this transfer occurs.
3. A landlord may have the utilities at any property they own automatically transferred into their name in the event a tenant terminates service or is disconnected for non-payment. The landlord will be notified when this transfer occurs.
4. A landlord may choose not to have the utilities at any property they own automatically transferred into their name in the event a tenant is disconnected for non-payment. The landlord will receive notification if the utilities remain disconnected for two (2) consecutive business days.

Options 1 and 2 shall be offered free of charge. Options 3 and 4 shall be offered for a fee of fifty dollars (\$50.00) each time a landlord is notified by the BPW.

Any landlord wishing to have Option 3 or 4 shall sign and return an authorization form, agreeing to be responsible for all cost associated with their choice. A landlord may sign up for the same or different options for all of the properties they own. Each separate service location shall be considered a separate property. The landlord shall be responsible for providing the BPW a list of all properties that they own. The landlord shall be responsible for ensuring that their contact information is kept continually current. Any landlord who does not sign up shall automatically be enrolled in Option 1.

## **B. BILLING**

### **❖ BILL STUFFER QUALIFICATIONS – #152 – JANUARY 15, 2020**

The Board of Public Works has the capability to add additional information to their utility billings.

In order for an insert to be placed in the mailing envelope with the Board of Public Works utility billing, 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, printed on non-slick paper, and no more than 20# stock.
6. It must be submitted to the General Manager for approval one (1) month in advance of desired distribution.
7. It cannot be a solicitation for a donation.
8. The Board of Public Works will advise what billing dates are available.
9. There will be no charge for the mailing.

10. It can only consist of one (1) page.

11. The necessary copies must be delivered to the Board of Public Works at least one (1) week in advance of the first mailing date.

Some of the organizations which would qualify include, but is not limited to:

Beatrice Area Arts Council	Community Players
Beatrice Community Hospital	Keep Beatrice Beautiful
Beatrice Public Schools	Southeast Community College

❖ **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. REBATES**

### **❖ ENERGY EFFICIENCY LOAN PROGRAM – #162 – FEBRUARY 14, 2024**

**WHEREAS**, like many communities across Nebraska, Beatrice is dealing with a housing crisis; and

**WHEREAS**, in the City's 2016 Strategic Plan the improvement of our existing housing stock was identified as one of our specific strategies to pursue; and

**WHEREAS**, the action plan set forth in the Housing Study conducted in 2016 called for a housing rehabilitation program to assist in addressing the needs of low- to moderate-income households; and

**THEREFORE**, the Beatrice Board of Public Works will budget money each year to establish a revolving loan fund to offer low interest loans to qualifying customers to reduce their energy costs pursuant to the following terms and conditions.

**Eligible Improvements:**

Loans made pursuant to this Program shall be used for energy efficiency improvements to qualifying residences by qualifying applicants. Eligible energy efficiency improvements include but are not limited to:

- Installation of electric heat pumps (*see Incentive Criteria for High Efficiency Heat Pumps – Board Policy #161 Energy Rebate and Incentive Program*)
- Installation of geo-thermal units
- Duct repair or replacement
- Installation of insulated siding
- Window and door upgrades
- Installation of electric water heater

In order to be eligible all energy efficiency improvements must be Energy Star certified or comply with the latest edition of the International Energy Conservation Code (IECC) adopted by the City of Beatrice.

**Eligible Applicants**

Loans made pursuant to this Program shall only be made to eligible applicants. An applicant shall satisfy the following criteria in order to be eligible for this Program:

- There are no income eligibility requirements.
- Applicants shall have at least twelve (12) months account history with the Beatrice Board of Public Works.
- Applicants shall not have any delinquent real estate taxes on the property where the eligible improvements will be made.
- Applicants shall not have been disconnected for non-payment of their BPW utility bill more than one (1) time in the past twelve (12) months on any residential account with BPW.
- Applicants shall obtain all applicable permits from the City of Beatrice Community Development Department.

**Eligible Locations**

Only Eligible Locations shall be eligible for funding through this program. Eligible Locations shall include:

- Owner-occupied single-family residence.
- Total assessed valuation of less than two hundred fifty thousand dollars (\$250,000.00) as determined by the current assessed values by the Gage County Assessor.
- The residence shall be at least five (5) years old.
- The residence shall currently be served electricity from the City of Beatrice.

**Loan Terms**

Loans made through this Program shall be made pursuant to the following terms:

- Minimum loan amount for a single residence is two thousand five hundred dollars (\$2,500.00).
- Maximum loan amount for a single residence is ten thousand dollars (\$10,000.00).

- The interest rate is three percent (3%).
- Loan payments are billed to the property owner's home address as part of their monthly utility bill.
- Loans less than five thousand dollars (\$5,000) will be amortized for up to thirty-six (36) months.
- Loans over five thousand dollars (\$5,000.00) will be amortized for up to forty-eight (48) months.
- The minimum monthly loan payment is one hundred dollars (\$100.00) per month.
- If you do not pay your regular electric bill, including your monthly loan payment, before your shut off day, then your electricity will be shut off and you will have to pay your electric bill, monthly loan payment, and any applicable fees and/or deposits before your utilities will be reconnected.
- There is no prepayment penalty.
- Loan amounts shall include recording fees.
- Loan is due upon sale of the property or account name change on the utility bill at the location where the improvements were made.
- Loans are not transferable.
- The loan proceeds shall be made out to installing contractors and mailed to contractors upon completion of work and a passed City final inspection, unless the customer requests a different check release procedure that is satisfactory to his/her contractor as well as the City. Applicant must notify the City when you apply.
- The loan is recorded and secured with a Deed of Trust.
- All owners named on the Deed to the property must be on (or added to) the utility account and all owners must sign the loan application, promissory note, and deed of trust.
- Loans are not available for any improvements that are installed before the loan application is approved and all necessary documents are signed.
- All past due amounts on all of the applicants' account(s) must be paid before loan approval.

### **Collateral**

All loans made pursuant to this Program shall be collateralized.

- Applicants shall sign a loan agreement.
- Applicants shall sign a promissory note.
- Applicants shall sign a deed of trust.

### **How to Apply:**

1. Contact Beatrice Board of Public Works **BEFORE** you begin any work, but **AFTER** you have obtained cost estimates and know the total amount your loan will need to be.
2. Verify that you are an eligible applicant and that you have an eligible improvement at an eligible location. Complete a loan application.
3. After your loan is approved, choose your contractor and arrange for the work to be done. Work must be completed within ninety (90) calendar days of the loan approval date.
4. When the work is completed, submit the contractor's invoice, and copies of your permits from the Community Development Department if applicable, to the Beatrice Board of Public Works at 400 Ella Street.

### **Other Terms and Conditions**

- In most cases, applicants may perform the work themselves. When the applicant performs the work, the loan will cover only the cost of materials. However, if you are installing a heat pump, you must have the system installed by a licensed heating and air conditioning contractor.

- Applicants with an outstanding loan may apply for a subsequent loan. The subsequent loan has to be for the same property and the total loan amount (outstanding plus new) cannot exceed \$10,000 limit.
- Applicants chooses his/her installing contractor. Neither the City nor the Beatrice BPW recommend, endorse, or certify contractors, nor do they warrant or otherwise guarantee their work.
- Loan applications will be approved or disapproved on the basis of established program criteria and availability of funds.
- Loans are approved for specific dollar amounts for eligible improvements.
- The applicant, contractor, nor any other party shall not receive an energy efficiency rebate and a loan under this program for the same project. This exclusion does not include any state or federal income tax incentive that the applicant may be eligible for.
- The City and BPW shall be held harmless from any liability in connection with its approval or disapproval of any loan application or the manufacture, supply, or installation of any energy efficiency measure.
- If the customer defaults on the loan repayment and the City or BPW is required to take any action to enforce the terms of the note, the customer shall pay all costs incurred by the City and BPW for such enforcement, including reasonable attorney fees, including the costs and attorney's fees incurred as a result of any appellate proceedings.
- The City and BPW reserves the right to revise these policies and to approve or disapprove loans in the best interest of the City and BPW.
- The Beatrice Board of Public Works shall have the authority to decide if improvements not listed in this policy shall qualify as Eligible Improvements.
- City Administration is authorized to approve loans satisfying the terms and conditions set forth in this policy.

❖ **ENERGY REBATE AND INCENTIVE PROGRAM – #161 – FEBRUARY 14, 2024**

**WHEREAS**, more efficient equipment to heat and cool our homes, and more water-efficient fixtures saves energy and helps preserve our various energy resources and facilities; and

**WHEREAS**, Electric vehicles (EVs) are gaining popularity, and have an impact on the local electric grid; and

**WHEREAS**, broken sewer connections can lead to contamination issues and overtax the wastewater treatment system; and

**WHEREAS**, the Board of Public Works (BPW) wishes to offer energy rebates and incentives to customers to help conserve energy and water;

**THEREFORE**, the Beatrice Board of Public Works will budget money each year to establish a fund to offer rebates and incentives to qualifying customers to install equipment and fixtures pursuant to the following terms and conditions.

**Available Rebates:**

- **HIGH EFFICIENCY HEAT PUMP**

Your heating and cooling system is likely the largest user of energy in your home. Installing a high efficiency heat pump can save up to 50% on your home heating bills as they deliver energy more efficiently than other sources. Having your contractor complete a performance verification test will ensure your heat pump is performing at or near its capacity.

*Incentives:*

<b>Type of Heat Pump</b>	<b>Incentive Criteria</b>	<b>Incentive Amount</b>
Ductless Mini-Split	16+ SEER, 12.5 EER, 8.5 HSPF <b>or</b> 16+ SEER2, 12.5 EER2, 7.7 HSPF2	\$400
Ductless Mini-Split	Variable Capacity (inverter driven)*	\$600
Ductless Mini-Split (multi heads,3 ton or greater)	Variable Capacity (inverter driven)*	\$1,200
Air Source	16-16.9 SEER, 12.5 EER, 8.5 HSPF <b>or</b> 15.2-16 SEER2, 11.9 EER2, 7.5 HSPF2	\$400
Air Source	17-18.9 SEER, 12.5 EER, 8.5 HSPF <b>or</b> 16.1-18 SEER2, 11.9 EER2, 7.5 HSPF2	\$800
Air Source	19+ SEER, 12.5 EER, 8.5 HSPF <b>or</b> 18.1+ SEER2, 11.9 EER2, 7.5 HSPF2	\$1,200
Air Source	Variable Capacity (inverter driven)*	\$1,200
Geothermal water-to-air or water-to-water (1 or 2 stages)	Any EER	\$2,400
Geothermal water-to-air or water-to-water (variable capacity)	35+ EER, 5.0+ COP in GLHP partial load column of AHRI or Energy Star certificate	\$3,000

*\*Provide documentation that shows manufacturer, model number, and that states the equipment is “inverter driven”.*

*An AHRI Certificate is required for all equipment meeting the requirements in the table above. If an AHRI Certificate is not attached to the application, the maximum incentive will be \$100.*

*Qualifications:*

- New Construction
- Conversions (to electric heat from a fossil fuel heating system)
- Upgrades (existing heat pump to a new heat pump)
- For air source heat pumps, the back-up fuel source can be either electric or fossil fuel

*Guidelines:*

1. All heat pumps must be permanently installed in a single-family residential dwelling and primarily used for space heating. A mobile home must be on a permanent foundation.
2. Qualifying equipment is AHRI listed with an indoor and outdoor unit combination that meets the minimum requirements of 15.0 Seasonal Energy Efficiency Ratio (SEER), 12.5 Energy Efficiency Ratio (EER), and 8.5 Heating Season Performance Factor (HSPF). This is the minimum efficiency level for the customer incentive.
3. An incentive payment will be paid to the owner of a residence after the equipment is installed and operating. The application form must be signed by both the contractor and the customer. The application will then be submitted to the Utility Billing Department for verification/signature.
4. Multi-family structures that are separately metered will be considered residential, thus requiring separate applications.

5. "New" refers to new construction with new equipment. "Conversion" means that the primary source of heat had been a fossil fuel system. "Upgrades" refers to the installation of new equipment in which the system being directly replaced is currently a heat pump.
6. In those cases where combinations of 2 or more heat pumps are installed in the same house, both or all are eligible for the full incentive amount.
7. If electricity is the primary source of heat for a residence, the use of solar panels, wood stove, or fireplace, will not affect the eligibility for an incentive rebate.
8. Additions and supplemental systems are not eligible for incentive payments unless they are large enough for their own dedicated heating and cooling system.
9. Package Terminal Heat Pumps (PTHPs) are not eligible.
10. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **RESIDENTIAL ATTIC INSULATION**

Customers participating in the Residential Attic Insulation Program are eligible for an incentive of \$0.15/square foot with a maximum incentive amount of \$300 per existing residential dwelling. New construction and/or additions do not qualify.

*Incentive:*

- \$0.15 per square foot with a maximum of \$300 per dwelling

*Qualifications:*

- Existing dwellings only.
- New construction or additions to existing dwellings do not qualify.
- Primary heating system must be electric or a heat pump or electric heat (baseboard, radiant, etc.).
- Existing attic insulation levels are assumed to be an average 6" or less.
- Must install 6" or more or an R-19 value of new insulation.
- Area insulated may be less than total attic area.
- Proof-of-purchase must indicate type and quantity of insulation installed.
- Incentives calculated by taking area insulated (square feet) times \$0.15 per square foot.
- Incentives limited to \$300 per dwelling.
- Duplexes and multi-family dwellings qualify if each residence is individually metered.
- Multi-family dwellings that are master-metered do not qualify.

*Guidelines:*

The following guidelines will generally apply. Exceptions will be handled on a case-by-case basis.

1. This program is for the installation of attic insulation only. All other insulation installations (i.e. walls, floors, crawl spaces, foundations, etc.) do not qualify.
2. Only residential customers qualify for the attic insulation energy efficiency incentives. Duplexes and multi-family dwellings in which each residence is individually metered are eligible for 1 incentive per dwelling.
3. To qualify, dwellings must use electricity as the primary fuel source for heating. Customers that have air source heat pumps with natural gas or propane backup furnaces do qualify. Also, existing attic insulation levels must average 6" or less and 6" or more or an R-19 value of new insulation must be added to the area insulated.

4. Incentives are calculated at the rate of \$0.15 per square foot with a maximum of \$300 per dwelling.
5. New construction or additions to existing dwellings do not qualify.
6. An incentive will be provided to the owner of the dwelling unit after the insulation is installed. No incentive(s) will be paid without the completion of the application form. The application form must then be signed by the owner and installing contractor (if applicable). The completed application form will then be submitted to the Utility Billing Department for processing. Sales receipt(s) or invoice(s) itemizing the new insulation indicating the type, amount, and purchase date must accompany each energy efficiency incentive application. Insulation must be purchased and installed on or after January 1, 2024.
7. The incentive payment to the person responsible for purchasing the insulation will be issued in the form of a utility bill credit.
8. The City reserves the right to do random spot checks of insulation to ensure program compliance.
9. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **COOLING SYSTEM TUNE-UP**

A \$30 incentive is available to customers that have their cooling system tuned up, regardless of what type or age of cooling system it is (air conditioner, air or water source heat pump). The application includes a checklist of key components your contractor should inspect as well as items for discussion, such as filter replacement schedule, proper temperature set-back practices, and an understanding of the general condition of the system.

*Incentive:*

- \$30 incentive every 2 years (24 months)

*Qualifications:*

- Incentives are available to customers who have their cooling system inspected and tuned up by an HVAC contractor.
- Qualifying systems include residential central-air conditioners, air source and water source heat pumps.
- Even though the cooling system may be serviced or tuned up frequently, the customer is only eligible for the \$30 incentive every 2 years (24 months).

*Guidelines:*

The following guidelines will generally apply. Exceptions will be handled on a case-by-case basis.

1. Qualifying systems include any residential central cooling system that has been installed for at least 1 year, such as: air conditioner, air source heat pump (electric or fossil fuel back-up), or water source heat pump.
2. Customer is only eligible to apply for an incentive every 2 years (24 months).
3. For renter/landlord situations, the utility bill credit will be applied to the service location.
4. All HVAC equipment must be permanently installed in a single-family residential dwelling. A mobile home must be on a permanent foundation.
5. For duplexes and condominiums that are separately metered, they will be considered residential, thus requiring 2 separate applications. If they are master metered, they are considered multi-family and not eligible. Apartments that are master metered are considered multi-family and not eligible.

6. In those cases where 2 or more air conditioners or heat pumps are installed in the same house, both or all are eligible for the full incentive amount. Each requires its own application.
7. Window air conditioners, Package Terminal Air Conditioner (PTAC), and Package Terminal Heat Pumps (PTHPs) are not eligible. Only a ducted – split system is eligible.
8. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **ELECTRIC LAWN & GARDEN TOOLS**

Advances in battery technology have come a long way in recent years. More power is now being packed into your lawn and garden equipment.

*Incentive:*

- 20% incentive on any new electric chainsaw, tiller, snow blower, or lawn mower (includes riding, walk behind, and robotic). Not to exceed \$1,500 per incentive.

*Qualifications:*

- 20% incentive on any new electric chainsaw, tiller, snow blower, or lawn mower (includes riding, walk behind, and robotic). Not to exceed \$1,500 per incentive.
- Must be brand new and purchased on or after January 1, 2024.
- Incentive amount is based on the purchase price (installation, taxes, delivery/shipping, and setup costs are NOT eligible).
- Chargers and additional battery purchases are available for the 20% incentive at the time of initial electric lawn or garden tool purchase.

*Guidelines:*

The following guidelines will generally apply. Exceptions will be handled on a case-by-case basis.

1. Lawn and garden tools must be brand new (not used, previously owned, or factory reconditioned) and purchased on or after January 1, 2024.
2. Incentive amount is based on purchase price (installation, taxes, and delivery/shipping costs are NOT eligible).
3. No incentive(s) will be paid without the completion of the application form. The application must be signed by the owner. The completed application form will then be submitted to the Utility Billing Department for processing. Sales receipt(s) or invoice(s) itemizing the new lawn and garden tool(s) indicating the type, amount, and purchase date must accompany the incentive application.
4. The incentive payment to the person responsible for purchasing the lawn and garden tool(s) will be issued in the form of a utility bill credit.
5. The City does not warrant the performance either expressly or implicitly. Contact the manufacturer, supplier, or contractor for details regarding material warranties.
6. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **RESIDENTIAL CHARGING STATION**

An incentive for the purchase of a residential 32 Amp (minimum) charging station is available.

*Incentive:*

- \$500 incentive for the installation of a residential vehicle charging station.

*Qualifications:*

- Charging station installation location must be a single or multi-family residence.
- An incentive application must be completed along with the associated proof of purchase or installation of the charging station. Application must contain the serial number tied to the charging station.

*Guidelines:*

1. Incentive applies only to a home charging station.
2. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **PRE-WIRING**

Incentives are available for the residential wiring for the future installation of an electric vehicle charging station.

*Incentives:*

- \$400 incentive for new construction for in-home pre-wiring for the installation of an electric vehicle charging station
- OR**
- 100% of the cost (maximum of \$600) for existing structures for in-home pre-wiring for the installation of an electric vehicle charging station

*Qualifications:*

- Pre-wiring installation location must be a single or multi-family residence.
- Pre-wiring incentive is only available to customers who plan to install a home charging station.
- All steps on the application must be completed and submitted to the Utility Billing Department, along with installation verification.

*Guidelines:*

1. Pre-wiring incentive applies to single or multi-family residence pre-wiring with NM cable for 32-amps (minimum) continuous load per the National Electrical Code (NEC) or the running of appropriate size conduit per NEC, from the load center to a NEMA 6-50 or 14-50 receptacle.
2. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **WATERSENSE® TOILET REBATE**

Toilets use more water than any other indoor fixture. Because toilets manufactured before 1994 use more gallons of water per flush, replacing them is an easy way to conserve water.

*Incentive:*

- 50% of the toilet purchase price up to \$75, after the purchase and installation of a WaterSense® labeled High Efficiency toilet. Rebate will not exceed the purchase price. Residential customers may receive up to 2 rebates per service address.

*Qualifications:*

- Must be a WaterSense® high-efficiency toilet.

- Toilet purchase must include both bowl and tank and be installed at the service address listed on the application.

*Guidelines:*

1. Applications must be received within 90 calendar days of the purchase and installation date.
2. Customer must submit copies of the contractor's itemized invoice and/or itemized purchase receipts, and the model and serial number must be submitted along with a completed rebate application form. The completed application form will then be submitted to the Utility Billing Department for processing.
3. The City is not responsible for the rebated material's performance or energy savings, and does not provide any warranties or guarantees, expressed or implied.
4. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **BROKEN SEWER LINE CONNECTION**

Residential and commercial customers within the City of Beatrice sewer service area are eligible to receive an incentive of 25% of the property owner's cost to repair the broken sewer connection, up to \$1,000.

*Incentive:*

- 25% of the property owner's cost to repair the broken sewer connection, up to \$1,000

*Qualifications:*

- Eligible properties must be at least 5 years old and have an assessed value of less than \$200,000.

*Guidelines:*

1. Submit program application, a copy of your sewer line inspection video, and your contractor's estimate to the Engineering Department, 205 North 4<sup>th</sup> Street.
2. The Engineering Department will review the application and verify proper permits have been obtained through the Community Development Department.
3. If pre-approved, funds will be obligated for a period of 90 calendar days. Contractor itemized invoice, inspection(s), and verification of payment to contractor must be submitted to the Utility Billing Department within this 90-day period for reimbursement.
4. New wye, saddle, or Inserta Tee is required. RE-using the existing connection does not qualify.
5. The incentive payment will be issued by check to the customer upon satisfactory completion of the project and proof of payment to the vendor.
6. The City is not responsible for the rebated material's performance or energy savings, and does not provide any warranties or guarantees, expressed or implied.
7. The City is not responsible for the performance of the sewer connection and does not provide any warranties, expressed or implied.
8. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

**General Guidelines for All Programs**

The following guidelines will generally apply to all programs unless otherwise noted. Exceptions will be handled on a case-by-case basis.

1. The applicant must be the customer of record for the BPW utility service relating to the rebate.

2. This program is not available to customers with a current Energy Efficiency Loan through BPW, or customers utilizing PACE financing.
3. All incented equipment must be permanently installed except as exempted in program specific guidelines.
4. Incentives exceeding \$5,000 require pre-approval by the City before purchase or installation. No facility shall receive more than \$10,000 in **Go Green | Save Green** incentives annually without pre-approval.
5. No rebate(s) or incentive(s) will be paid without the completion of the application form. Applications must be received within ninety (90) calendar days of the purchase and installation date.
6. Sales receipt(s) or invoice(s) itemizing the new equipment and indicating the size, type, make, model, purchase date, amount, and/or scope of work provided must accompany each incentive application.
7. Rebated material must be installed at the service address served by BPW.
8. Failure to provide required information may result in denial of the rebate.
9. Rebates will be issued in the form of a utility bill credit.
10. Rebates and incentives are awarded on a first-come, first-served basis until program funds have been depleted.
11. BPW reserves the right to inspect the installed rebated material. If the qualifying equipment is not installed, the rebate may be debited to the utility account.
12. BPW reserves the right to amend or discontinue the program without notice.
13. BPW is not responsible for the rebated material's performance or energy savings, and does not provide any warranties or guarantees, expressed or implied.
14. The applicant agrees to obtain all applicable permits from the Beatrice Community Development Department; to use materials approved by our adopted building codes (2015 IRC and/or 2015 IPC); and to have equipment installed per code. All necessary permits and/or inspections are the responsibility of the customer.
15. The City Administrator/General Manager will make final determination of program compliance.

## 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.

### B. SAFETY

#### ❖ 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.

#### 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**

❖ **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.

### 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

##### ❖ EXTENSION OR RELOCATION OF ELECTRICAL SERVICE – #149 – MARCH 1, 2017

The purpose of this extension policy is to establish general conditions under which the Beatrice Board of Public Works (BPW) will make extensions or additions to electric facilities and the general guidelines to be followed in determining a Customer's contribution.

The BPW reserves the right to determine the advisability and legality of making any extension and how any extensions are installed. Extensions made by the BPW shall remain the property of the BPW.

##### I. Definitions

**Allowable Investment Limit (AIL)** – The AIL for single phase or three phase shall include all materials, labor, and overhead costs to service a proposed load, but excluding Customer provided facilities, Extraordinary Construction Costs, and Betterment Costs.

**Betterment Costs** – Betterment Costs are the additional costs for electric system improvements that are not required solely for the extension to the Customer, but are costs that the BPW elects to incur now due to anticipated or planned electric system capacity or configuration requirements.

**Contribution in Aid of Construction (CIAOC)** – The CIAOC is the portion of the Total Investment that the Customer is required to fund and is non-refundable.

**Extraordinary Construction Costs** – Extraordinary Construction Costs are the additional costs for extension of electrical infrastructure where conditions exist that do not allow for use of standard construction practices, such as extraordinary site clearance, unusual obstructions, atypical right-of-way acquisitions, and utility extensions for loads estimated to exceed five (5) MW. Examples of extraordinary site clearance include tree and stump removal, establishing site final grade, and inability to use normal guying techniques because of obstructions. Examples of atypical right-of-way acquisitions including condemnation proceedings, governmental agency applications, or line re-routing.

**Total Investment (TI)** - The Total Investment is the total project cost including all Betterment Costs, Extraordinary Construction Costs, materials, labor, and overhead costs to service a proposed load, but excluding Customer provided facilities.

## II. Permanent Extensions

### A. Year-Round Service

#### 1. Single Phase Extension

The BPW will extend and install electrical infrastructure to the Customer. The BPW shall pay fifty percent (50%) of the AIL plus any Betterment Costs. The customer's CIAOC shall be fifty percent (50%) of the AIL plus any Extraordinary Construction Costs.

#### 2. Three Phase Extension

The BPW will extend and install electrical infrastructure to the Customer. The BPW shall pay fifty percent (50%) of the AIL plus any Betterment Costs. The customer's CIAOC shall be fifty percent (50%) of the AIL plus any Extraordinary Construction Costs.

#### 3. Single Phase and Three Phase Extension for a Development

The BPW will extend and install electrical infrastructure to the Customer.

If a customer requests an electrical extension to serve one (1) lot or parcel that is part of a development, then the cost to extend the electrical infrastructure shall be shared by the entire development and paid at the time a customer requests an electrical extension.

The BPW shall pay fifty percent (50%) of the AIL plus any Betterment Costs. The customer's CIAOC shall be fifty percent (50%) of the AIL to extend the electrical infrastructure to their lot or parcel plus any Extraordinary Construction Costs attributed to their lot or parcel plus a portion of the TI to extend electrical service to the development.

Example: Developer plats ten (10) acres into ten (10) lots. Customer A is the first to buy a lot and build in the development. The AIL to extend the electrical infrastructure to Customer A's lot is ten thousand dollars (\$10,000); the Extraordinary Construction Cost to extend the electricity to Customer A's lot is one thousand dollars (\$1,000), the AIL to extend the electrical infrastructure to the development is one hundred thousand dollars (\$100,000).

The BPW shall pay fifty percent (50%) of the ten thousand dollars (\$10,000) AIL to extend the electrical infrastructure to Customer A's lot; plus zero percent (0%) of the one thousand dollars (\$1,000) Extraordinary Construction Costs to extend the electrical infrastructure to Customer A's lot; plus zero percent (0%) of the one hundred thousand dollars (\$100,000) AIL to extend the electrical infrastructure to the development.

Customer A's CIAOC shall be fifty percent (50%) of the ten thousand dollars (\$10,000) AIL to extend the electrical infrastructure to Customer A's lot; plus one hundred percent (100%) of the one thousand dollars (\$1,000) Extraordinary Construction Cost to extend the electrical infrastructure to Customer A's lot; plus, ten percent (10%) of the one hundred thousand dollars (\$100,000) AIL to extend the electrical infrastructure to the development. The total cost is sixteen thousand dollars (\$16,000).

### B. Seasonal Service

Extensions to classes taking seasonal service include, but are not limited to, irrigation and grain drying.

**1. Single Phase Extension**

The BPW will extend and install electrical infrastructure to the Customer. The BPW shall pay twenty five percent (25%) of the AIL plus any Betterment Costs. The customer’s CAIOC shall be seventy five percent (75%) of the AIL plus any Extraordinary Construction Costs.

**2. Three Phase Extension**

The BPW will extend and install electrical infrastructure to the Customer. The BPW shall pay twenty five percent (25%) of the AIL plus any Betterment Costs. The customer’s CAIOC shall be seventy five percent (75%) of the AIL plus any Extraordinary Construction Costs.

**III. Temporary Extensions**

Temporary extensions include service to a Customer which, in the opinion of the BPW, is considered temporary service in nature, even though service may be used for a period of a year or longer. Examples of temporary extensions may include carnivals, road construction batch plants, or construction trailers.

- a. **Extension of single phase service less than twenty (20) feet** – The BPW will extend and install electrical infrastructure to the customer. The BPW shall pay one hundred percent (100%) of the AIL plus any Betterment Costs. The customer’s CAIOC shall be any Extraordinary Construction Costs.
- b. **Extension of single phase service twenty (20) feet for more** – The BPW will extend and install electrical infrastructure to the customer. The BPW shall pay zero percent (0%) of the AIL plus any Betterment Cost. The customer’s CAIOC shall be one hundred percent (100%) of the AIL plus any Extraordinary Construction Costs.

**IV. Existing Infrastructure**

Any Customer requesting the relocation of existing infrastructure shall pay for one hundred percent (100%) of the cost associated with said request.

**V. Contribution in Aid of Construction**

a. CIAOC Calculation	
Total Investment (TI)	\$ _____
Less: Allowable Investment Limit (AIL) paid by BPW	\$ _____
Less: Betterment Costs	\$ _____
Contribution in Aid of Construction (CIAOC)	\$ _____

- b. The Customer’s CIAOC shall be paid to the BPW prior to commencement of construction.
- c. BPW Funding of CIAOC
  - i. The BPW may, at its sole discretion, advance fund part or all of the CIAOC if the Customer meets one of the following two (2) criteria:
    - 1. The Customer is an existing customer in good standing, with no delinquent payments for the previous sixty (60) months; or

2. The Customer is a new customer that will provide economic development benefits to the City of Beatrice, such as additional jobs, additional electrical load, or increase the property tax base.
  - ii. If the BPW decides to advance fund the CIAOC, the BPW shall set up a repayment schedule that requires repayment each month of no less than one and sixty seven hundredths percent (1.67%) of the CIAOC. Said repayment schedule may or may not include interest costs, at the discretion of the BPW.
  - iii. The Customer shall enter a contract with the BPW for the repayment of the CIAOC. The contract may include a requirement for posting of collateral or an irrevocable letter of credit in an amount equal to the CIAOC.
  - iv. In the event the Customer is no longer served by the BPW, the BPW may require immediate payment of the outstanding CIAOC balance.
  - v. If the Customer's account becomes delinquent, the BPW may require the Customer to pay the outstanding balance of the CIAOC immediately.
- d. BPW Waiving of CIAOC
  - i. The BPW may, at its sole discretion, waive part or all of the CIAOC if the customers meets one of the following two (2) criteria:
    1. The Customer is an existing customer in good standing, with no delinquent payments for the previous sixty (60) months; or
    2. The Customer is a new or existing customer that will provide economic development benefits to the City of Beatrice, such as additional jobs, additional electrical load, or increase the property tax base.

#### **VI. Tax Increment Financing (TIF)**

Any Customer utilizing TIF for a project may be responsible for the Total Investment.

#### **❖ 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.

❖ **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.

**C. 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.

**D. SECURITY LIGHTS – #137 – REVISED NOVEMBER 1, 2023**

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/her approval. The Electric Superintendent shall complete the installation and note the installation date on the contract. The contract shall then be given to the Finance Director, or his/her designee, 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.

❖ **ENERGY EFFICIENCY LOAN PROGRAM – #162 – FEBRUARY 14, 2024**

**WHEREAS**, like many communities across Nebraska, Beatrice is dealing with a housing crisis; and

**WHEREAS**, in the City’s 2016 Strategic Plan the improvement of our existing housing stock was identified as one of our specific strategies to pursue; and

**WHEREAS**, the action plan set forth in the Housing Study conducted in 2016 called for a housing rehabilitation program to assist in addressing the needs of low- to moderate-income households; and

**THEREFORE**, the Beatrice Board of Public Works will budget money each year to establish a revolving loan fund to offer low interest loans to qualifying customers to reduce their energy costs pursuant to the following terms and conditions.

**Eligible Improvements:**

Loans made pursuant to this Program shall be used for energy efficiency improvements to qualifying residences by qualifying applicants. Eligible energy efficiency improvements include but are not limited to:

- Installation of electric heat pumps (*see Incentive Criteria for High Efficiency Heat Pumps – Board Policy #161 Energy Rebate and Incentive Program*)
- Installation of geo-thermal units
- Duct repair or replacement
- Installation of insulated siding
- Window and door upgrades
- Installation of electric water heater

In order to be eligible all energy efficiency improvements must be Energy Star certified or comply with the latest edition of the International Energy Conservation Code (IECC) adopted by the City of Beatrice.

**Eligible Applicants**

Loans made pursuant to this Program shall only be made to eligible applicants. An applicant shall satisfy the following criteria in order to be eligible for this Program:

- There are no income eligibility requirements.
- Applicants shall have at least twelve (12) months account history with the Beatrice Board of Public Works.
- Applicants shall not have any delinquent real estate taxes on the property where the eligible improvements will be made.
- Applicants shall not have been disconnected for non-payment of their BPW utility bill more than one (1) time in the past twelve (12) months on any residential account with BPW.
- Applicants shall obtain all applicable permits from the City of Beatrice Community Development Department.

**Eligible Locations**

Only Eligible Locations shall be eligible for funding through this program. Eligible Locations shall include:

- Owner-occupied single-family residence.
- Total assessed valuation of less than two hundred fifty thousand dollars (\$250,000.00) as determined by the current assessed values by the Gage County Assessor.

- The residence shall be at least five (5) years old.
- The residence shall currently be served electricity from the City of Beatrice.

### **Loan Terms**

Loans made through this Program shall be made pursuant to the following terms:

- Minimum loan amount for a single residence is two thousand five hundred dollars (\$2,500.00).
- Maximum loan amount for a single residence is ten thousand dollars (\$10,000.00).
- The interest rate is three percent (3%).
- Loan payments are billed to the property owner's home address as part of their monthly utility bill.
- Loans less than five thousand dollars (\$5,000) will be amortized for up to thirty-six (36) months.
- Loans over five thousand dollars (\$5,000.00) will be amortized for up to forty-eight (48) months.
- The minimum monthly loan payment is one hundred dollars (\$100.00) per month.
- If you do not pay your regular electric bill, including your monthly loan payment, before your shut off day, then your electricity will be shut off and you will have to pay your electric bill, monthly loan payment, and any applicable fees and/or deposits before your utilities will be reconnected.
- There is no prepayment penalty.
- Loan amounts shall include recording fees.
- Loan is due upon sale of the property or account name change on the utility bill at the location where the improvements were made.
- Loans are not transferable.
- The loan proceeds shall be made out to installing contractors and mailed to contractors upon completion of work and a passed City final inspection, unless the customer requests a different check release procedure that is satisfactory to his/her contractor as well as the City. Applicant must notify the City when you apply.
- The loan is recorded and secured with a Deed of Trust.
- All owners named on the Deed to the property must be on (or added to) the utility account and all owners must sign the loan application, promissory note, and deed of trust.
- Loans are not available for any improvements that are installed before the loan application is approved and all necessary documents are signed.
- All past due amounts on all of the applicants' account(s) must be paid before loan approval.

### **Collateral**

All loans made pursuant to this Program shall be collateralized.

- Applicants shall sign a loan agreement.
- Applicants shall sign a promissory note.
- Applicants shall sign a deed of trust.

### **How to Apply:**

5. Contact Beatrice Board of Public Works **BEFORE** you begin any work, but **AFTER** you have obtained cost estimates and know the total amount your loan will need to be.
6. Verify that you are an eligible applicant and that you have an eligible improvement at an eligible location. Complete a loan application.
7. After your loan is approved, choose your contractor and arrange for the work to be done. Work must be completed within ninety (90) calendar days of the loan approval date.
8. When the work is completed, submit the contractor's invoice, and copies of your permits from the Community Development Department if applicable, to the Beatrice Board of Public Works at 400 Ella Street.

**Other Terms and Conditions**

- In most cases, applicants may perform the work themselves. When the applicant performs the work, the loan will cover only the cost of materials. However, if you are installing a heat pump, you must have the system installed by a licensed heating and air conditioning contractor.
- Applicants with an outstanding loan may apply for a subsequent loan. The subsequent loan has to be for the same property and the total loan amount (outstanding plus new) cannot exceed \$10,000 limit.
- Applicants chooses his/her installing contractor. Neither the City nor the Beatrice BPW recommend, endorse, or certify contractors, nor do they warrant or otherwise guarantee their work.
- Loan applications will be approved or disapproved on the basis of established program criteria and availability of funds.
- Loans are approved for specific dollar amounts for eligible improvements.
- The applicant, contractor, nor any other party shall not receive an energy efficiency rebate and a loan under this program for the same project. This exclusion does not include any state or federal income tax incentive that the applicant may be eligible for.
- The City and BPW shall be held harmless from any liability in connection with its approval or disapproval of any loan application or the manufacture, supply, or installation of any energy efficiency measure.
- If the customer defaults on the loan repayment and the City or BPW is required to take any action to enforce the terms of the note, the customer shall pay all costs incurred by the City and BPW for such enforcement, including reasonable attorney fees, including the costs and attorney’s fees incurred as a result of any appellate proceedings.
- The City and BPW reserves the right to revise these policies and to approve or disapprove loans in the best interest of the City and BPW.
- The Beatrice Board of Public Works shall have the authority to decide if improvements not listed in this policy shall qualify as Eligible Improvements.
- City Administration is authorized to approve loans satisfying the terms and conditions set forth in this policy.

❖ **ENERGY REBATE AND INCENTIVE PROGRAM – #161 – FEBRUARY 14, 2024**

**WHEREAS**, more efficient equipment to heat and cool our homes, and more water-efficient fixtures saves energy and helps preserve our various energy resources and facilities; and

**WHEREAS**, Electric vehicles (EVs) are gaining popularity, and have an impact on the local electric grid; and

**WHEREAS**, broken sewer connections can lead to contamination issues and overtax the wastewater treatment system; and

**WHEREAS**, the Board of Public Works (BPW) wishes to offer energy rebates and incentives to customers to help conserve energy and water;

**THEREFORE**, the Beatrice Board of Public Works will budget money each year to establish a fund to offer rebates and incentives to qualifying customers to install equipment and fixtures pursuant to the following terms and conditions.

**Available Rebates:**

• **HIGH EFFICIENCY HEAT PUMP**

Your heating and cooling system is likely the largest user of energy in your home. Installing a high efficiency heat pump can save up to 50% on your home heating bills as they deliver energy more efficiently than other sources. Having your contractor complete a performance verification test will ensure your heat pump is performing at or near its capacity.

*Incentives:*

Type of Heat Pump	Incentive Criteria	Incentive Amount
Ductless Mini-Split	16+ SEER, 12.5 EER, 8.5 HSPF <b>or</b> 16+ SEER2, 12.5 EER2, 7.7 HSPF2	\$400
Ductless Mini-Split	Variable Capacity (inverter driven)*	\$600
Ductless Mini-Split (multi heads,3 ton or greater)	Variable Capacity (inverter driven)*	\$1,200
Air Source	16-16.9 SEER, 12.5 EER, 8.5 HSPF <b>or</b> 15.2-16 SEER2, 11.9 EER2, 7.5 HSPF2	\$400
Air Source	17-18.9 SEER, 12.5 EER, 8.5 HSPF <b>or</b> 16.1-18 SEER2, 11.9 EER2, 7.5 HSPF2	\$800
Air Source	19+ SEER, 12.5 EER, 8.5 HSPF <b>or</b> 18.1+ SEER2, 11.9 EER2, 7.5 HSPF2	\$1,200
Air Source	Variable Capacity (inverter driven)*	\$1,200
Geothermal water-to-air or water-to-water (1 or 2 stages)	Any EER	\$2,400
Geothermal water-to-air or water-to-water (variable capacity)	35+ EER, 5.0+ COP in GLHP partial load column of AHRI or Energy Star certificate	\$3,000

*\*Provide documentation that shows manufacturer, model number, and that states the equipment is “inverter driven”.*

*An AHRI Certificate is required for all equipment meeting the requirements in the table above. If an AHRI Certificate is not attached to the application, the maximum incentive will be \$100.*

*Qualifications:*

- New Construction
- Conversions (to electric heat from a fossil fuel heating system)
- Upgrades (existing heat pump to a new heat pump)
- For air source heat pumps, the back-up fuel source can be either electric or fossil fuel

*Guidelines:*

1. All heat pumps must be permanently installed in a single-family residential dwelling and primarily used for space heating. A mobile home must be on a permanent foundation.
2. Qualifying equipment is AHRI listed with an indoor and outdoor unit combination that meets the minimum requirements of 15.0 Seasonal Energy Efficiency Ratio (SEER), 12.5 Energy Efficiency Ratio (EER), and 8.5 Heating Season Performance Factor (HSPF). This is the minimum efficiency level for the customer incentive.

3. An incentive payment will be paid to the owner of a residence after the equipment is installed and operating. The application form must be signed by both the contractor and the customer. The application will then be submitted to the Utility Billing Department for verification/signature.
4. Multi-family structures that are separately metered will be considered residential, thus requiring separate applications.
5. "New" refers to new construction with new equipment. "Conversion" means that the primary source of heat had been a fossil fuel system. "Upgrades" refers to the installation of new equipment in which the system being directly replaced is currently a heat pump.
6. In those cases where combinations of 2 or more heat pumps are installed in the same house, both or all are eligible for the full incentive amount.
7. If electricity is the primary source of heat for a residence, the use of solar panels, wood stove, or fireplace, will not affect the eligibility for an incentive rebate.
8. Additions and supplemental systems are not eligible for incentive payments unless they are large enough for their own dedicated heating and cooling system.
9. Package Terminal Heat Pumps (PTHPs) are not eligible.
10. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **RESIDENTIAL ATTIC INSULATION**

Customers participating in the Residential Attic Insulation Program are eligible for an incentive of \$0.15/square foot with a maximum incentive amount of \$300 per existing residential dwelling. New construction and/or additions do not qualify.

*Incentive:*

- \$0.15 per square foot with a maximum of \$300 per dwelling

*Qualifications:*

- Existing dwellings only.
- New construction or additions to existing dwellings do not qualify.
- Primary heating system must be electric or a heat pump or electric heat (baseboard, radiant, etc.).
- Existing attic insulation levels are assumed to be an average 6" or less.
- Must install 6" or more or an R-19 value of new insulation.
- Area insulated may be less than total attic area.
- Proof-of-purchase must indicate type and quantity of insulation installed.
- Incentives calculated by taking area insulated (square feet) times \$0.15 per square foot.
- Incentives limited to \$300 per dwelling.
- Duplexes and multi-family dwellings qualify if each residence is individually metered.
- Multi-family dwellings that are master-metered do not qualify.

*Guidelines:*

The following guidelines will generally apply. Exceptions will be handled on a case-by-case basis.

1. This program is for the installation of attic insulation only. All other insulation installations (i.e. walls, floors, crawl spaces, foundations, etc.) do not qualify.

2. Only residential customers qualify for the attic insulation energy efficiency incentives. Duplexes and multi-family dwellings in which each residence is individually metered are eligible for 1 incentive per dwelling.
3. To qualify, dwellings must use electricity as the primary fuel source for heating. Customers that have air source heat pumps with natural gas or propane backup furnaces do qualify. Also, existing attic insulation levels must average 6" or less and 6" or more or an R-19 value of new insulation must be added to the area insulated.
4. Incentives are calculated at the rate of \$0.15 per square foot with a maximum of \$300 per dwelling.
5. New construction or additions to existing dwellings do not qualify.
6. An incentive will be provided to the owner of the dwelling unit after the insulation is installed. No incentive(s) will be paid without the completion of the application form. The application form must then be signed by the owner and installing contractor (if applicable). The completed application form will then be submitted to the Utility Billing Department for processing. Sales receipt(s) or invoice(s) itemizing the new insulation indicating the type, amount, and purchase date must accompany each energy efficiency incentive application. Insulation must be purchased and installed on or after January 1, 2024.
7. The incentive payment to the person responsible for purchasing the insulation will be issued in the form of a utility bill credit.
8. The City reserves the right to do random spot checks of insulation to ensure program compliance.
9. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **COOLING SYSTEM TUNE-UP**

A \$30 incentive is available to customers that have their cooling system tuned up, regardless of what type or age of cooling system it is (air conditioner, air or water source heat pump). The application includes a checklist of key components your contractor should inspect as well as items for discussion, such as filter replacement schedule, proper temperature set-back practices, and an understanding of the general condition of the system.

*Incentive:*

- \$30 incentive every 2 years (24 months)

*Qualifications:*

- Incentives are available to customers who have their cooling system inspected and tuned up by an HVAC contractor.
- Qualifying systems include residential central-air conditioners, air source and water source heat pumps.
- Even though the cooling system may be serviced or tuned up frequently, the customer is only eligible for the \$30 incentive every 2 years (24 months).

*Guidelines:*

The following guidelines will generally apply. Exceptions will be handled on a case-by-case basis.

1. Qualifying systems include any residential central cooling system that has been installed for at least 1 year, such as: air conditioner, air source heat pump (electric or fossil fuel back-up), or water source heat pump.
2. Customer is only eligible to apply for an incentive every 2 years (24 months).

3. For renter/landlord situations, the utility bill credit will be applied to the service location.
4. All HVAC equipment must be permanently installed in a single-family residential dwelling. A mobile home must be on a permanent foundation.
5. For duplexes and condominiums that are separately metered, they will be considered residential, thus requiring 2 separate applications. If they are master metered, they are considered multi-family and not eligible. Apartments that are master metered are considered multi-family and not eligible.
6. In those cases where 2 or more air conditioners or heat pumps are installed in the same house, both or all are eligible for the full incentive amount. Each requires its own application.
7. Window air conditioners, Package Terminal Air Conditioner (PTAC), and Package Terminal Heat Pumps (PTHPs) are not eligible. Only a ducted – split system is eligible.
8. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **ELECTRIC LAWN & GARDEN TOOLS**

Advances in battery technology have come a long way in recent years. More power is now being packed into your lawn and garden equipment.

*Incentive:*

- 20% incentive on any new electric chainsaw, tiller, snow blower, or lawn mower (includes riding, walk behind, and robotic). Not to exceed \$1,500 per incentive.

*Qualifications:*

- 20% incentive on any new electric chainsaw, tiller, snow blower, or lawn mower (includes riding, walk behind, and robotic). Not to exceed \$1,500 per incentive.
- Must be brand new and purchased on or after January 1, 2024.
- Incentive amount is based on the purchase price (installation, taxes, delivery/shipping, and setup costs are NOT eligible).
- Chargers and additional battery purchases are available for the 20% incentive at the time of initial electric lawn or garden tool purchase.

*Guidelines:*

The following guidelines will generally apply. Exceptions will be handled on a case-by-case basis.

1. Lawn and garden tools must be brand new (not used, previously owned, or factory reconditioned) and purchased on or after January 1, 2024.
2. Incentive amount is based on purchase price (installation, taxes, and delivery/shipping costs are NOT eligible).
3. No incentive(s) will be paid without the completion of the application form. The application must be signed by the owner. The completed application form will then be submitted to the Utility Billing Department for processing. Sales receipt(s) or invoice(s) itemizing the new lawn and garden tool(s) indicating the type, amount, and purchase date must accompany the incentive application.
4. The incentive payment to the person responsible for purchasing the lawn and garden tool(s) will be issued in the form of a utility bill credit.
5. The City does not warrant the performance either expressly or implicitly. Contact the manufacturer, supplier, or contractor for details regarding material warranties.
6. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **RESIDENTIAL CHARGING STATION**

An incentive for the purchase of a residential 32 Amp (minimum) charging station is available.

*Incentive:*

- \$500 incentive for the installation of a residential vehicle charging station.

*Qualifications:*

- Charging station installation location must be a single or multi-family residence.
- An incentive application must be completed along with the associated proof of purchase or installation of the charging station. Application must contain the serial number tied to the charging station.

*Guidelines:*

1. Incentive applies only to a home charging station.
2. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **PRE-WIRING**

Incentives are available for the residential wiring for the future installation of an electric vehicle charging station.

*Incentives:*

- \$400 incentive for new construction for in-home pre-wiring for the installation of an electric vehicle charging station
- OR**
- 100% of the cost (maximum of \$600) for existing structures for in-home pre-wiring for the installation of an electric vehicle charging station

*Qualifications:*

- Pre-wiring installation location must be a single or multi-family residence.
- Pre-wiring incentive is only available to customers who plan to install a home charging station.
- All steps on the application must be completed and submitted to the Utility Billing Department, along with installation verification.

*Guidelines:*

1. Pre-wiring incentive applies to single or multi-family residence pre-wiring with NM cable for 32-amps (minimum) continuous load per the National Electrical Code (NEC) or the running of appropriate size conduit per NEC, from the load center to a NEMA 6-50 or 14-50 receptacle.
2. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **WATERSENSE® TOILET REBATE**

Toilets use more water than any other indoor fixture. Because toilets manufactured before 1994 use more gallons of water per flush, replacing them is an easy way to conserve water.

*Incentive:*

- 50% of the toilet purchase price up to \$75, after the purchase and installation of a WaterSense® labeled High Efficiency toilet. Rebate will not exceed the purchase price. Residential customers may receive up to 2 rebates per service address.

*Qualifications:*

- Must be a WaterSense® high-efficiency toilet.
- Toilet purchase must include both bowl and tank and be installed at the service address listed on the application.

*Guidelines:*

1. Applications must be received within 90 calendar days of the purchase and installation date.
2. Customer must submit copies of the contractor's itemized invoice and/or itemized purchase receipts, and the model and serial number must be submitted along with a completed rebate application form. The completed application form will then be submitted to the Utility Billing Department for processing.
3. The City is not responsible for the rebated material's performance or energy savings, and does not provide any warranties or guarantees, expressed or implied.
4. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

• **BROKEN SEWER LINE CONNECTION**

Residential and commercial customers within the City of Beatrice sewer service area are eligible to receive an incentive of 25% of the property owner's cost to repair the broken sewer connection, up to \$1,000.

*Incentive:*

- 25% of the property owner's cost to repair the broken sewer connection, up to \$1,000

*Qualifications:*

- Eligible properties must be at least 5 years old and have an assessed value of less than \$200,000.

*Guidelines:*

1. Submit program application, a copy of your sewer line inspection video, and your contractor's estimate to the Engineering Department, 205 North 4<sup>th</sup> Street.
2. The Engineering Department will review the application and verify proper permits have been obtained through the Community Development Department.
3. If pre-approved, funds will be obligated for a period of 90 calendar days. Contractor itemized invoice, inspection(s), and verification of payment to contractor must be submitted to the Utility Billing Department within this 90-day period for reimbursement.
4. New wye, saddle, or Inserta Tee is required. RE-using the existing connection does not qualify.
5. The incentive payment will be issued by check to the customer upon satisfactory completion of the project and proof of payment to the vendor.
6. The City is not responsible for the rebated material's performance or energy savings, and does not provide any warranties or guarantees, expressed or implied.
7. The City is not responsible for the performance of the sewer connection and does not provide any warranties, expressed or implied.

8. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

### **General Guidelines for All Programs**

The following guidelines will generally apply to all programs unless otherwise noted. Exceptions will be handled on a case-by-case basis.

1. The applicant must be the customer of record for the BPW utility service relating to the rebate.
2. This program is not available to customers with a current Energy Efficiency Loan through BPW, or customers utilizing PACE financing.
3. All incented equipment must be permanently installed except as exempted in program specific guidelines.
4. Incentives exceeding \$5,000 require pre-approval by the City before purchase or installation. No facility shall receive more than \$10,000 in **Go Green | Save Green** incentives annually without pre-approval.
5. No rebate(s) or incentive(s) will be paid without the completion of the application form. Applications must be received within ninety (90) calendar days of the purchase and installation date.
6. Sales receipt(s) or invoice(s) itemizing the new equipment and indicating the size, type, make, model, purchase date, amount, and/or scope of work provided must accompany each incentive application.
7. Rebated material must be installed at the service address served by BPW.
8. Failure to provide required information may result in denial of the rebate.
9. Rebates will be issued in the form of a utility bill credit.
10. Rebates and incentives are awarded on a first-come, first-served basis until program funds have been depleted.
11. BPW reserves the right to inspect the installed rebated material. If the qualifying equipment is not installed, the rebate may be debited to the utility account.
12. BPW reserves the right to amend or discontinue the program without notice.
13. BPW is not responsible for the rebated material's performance or energy savings, and does not provide any warranties or guarantees, expressed or implied.
14. The applicant agrees to obtain all applicable permits from the Beatrice Community Development Department; to use materials approved by our adopted building codes (2015 IRC and/or 2015 IPC); and to have equipment installed per code. All necessary permits and/or inspections are the responsibility of the customer.
15. The City Administrator/General Manager will make final determination of program compliance.

**V. WATER DEPARTMENT**

**A. WATER SERVICE LINES/WATER TAPS**

❖ **WATER TAP FEES – #165 – SEPTEMBER 10, 2025 – REPLACED #163**

Current Fee - Effective January 1, 2025:

The cost for a water tap shall be:

1" Water Tap                      \$1,975.00

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

Fee – Effective January 1, 2026:

The cost for a water tap shall be:

1" Water Tap                      \$2,400.00

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

- a) 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.
- d) Water taps must be installed within one (1) year of purchase. Water taps not installed within one (1) year of purchase will be void and the fee will be refunded.

❖ **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. 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.

**C. 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*

**D. ENERGY REBATE AND INCENTIVE PROGRAM – #161 – FEBRUARY 14, 2024**

**WHEREAS**, more efficient equipment to heat and cool our homes, and more water-efficient fixtures saves energy and helps preserve our various energy resources and facilities; and

**WHEREAS**, Electric vehicles (EVs) are gaining popularity, and have an impact on the local electric grid; and

**WHEREAS**, broken sewer connections can lead to contamination issues and overtax the wastewater treatment system; and

**WHEREAS**, the Board of Public Works (BPW) wishes to offer energy rebates and incentives to customers to help conserve energy and water;

**THEREFORE**, the Beatrice Board of Public Works will budget money each year to establish a fund to offer rebates and incentives to qualifying customers to install equipment and fixtures pursuant to the following terms and conditions.

**Available Rebates:**

- **HIGH EFFICIENCY HEAT PUMP**

Your heating and cooling system is likely the largest user of energy in your home. Installing a high efficiency heat pump can save up to 50% on your home heating bills as they deliver energy more

efficiently than other sources. Having your contractor complete a performance verification test will ensure your heat pump is performing at or near its capacity.

*Incentives:*

Type of Heat Pump	Incentive Criteria	Incentive Amount
Ductless Mini-Split	16+ SEER, 12.5 EER, 8.5 HSPF <b>or</b> 16+ SEER2, 12.5 EER2, 7.7 HSPF2	\$400
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Ductless Mini-Split (multi heads, 3 ton or greater)	Variable Capacity (inverter driven)*	\$1,200
Air Source	16-16.9 SEER, 12.5 EER, 8.5 HSPF <b>or</b> 15.2-16 SEER2, 11.9 EER2, 7.5 HSPF2	\$400
Air Source	17-18.9 SEER, 12.5 EER, 8.5 HSPF <b>or</b> 16.1-18 SEER2, 11.9 EER2, 7.5 HSPF2	\$800
Air Source	19+ SEER, 12.5 EER, 8.5 HSPF <b>or</b> 18.1+ SEER2, 11.9 EER2, 7.5 HSPF2	\$1,200
Air Source	Variable Capacity (inverter driven)*	\$1,200
Geothermal water-to-air or water-to-water (1 or 2 stages)	Any EER	\$2,400
Geothermal water-to-air or water-to-water (variable capacity)	35+ EER, 5.0+ COP in GLHP partial load column of AHRI or Energy Star certificate	\$3,000

*\*Provide documentation that shows manufacturer, model number, and that states the equipment is “inverter driven”.*

*An AHRI Certificate is required for all equipment meeting the requirements in the table above. If an AHRI Certificate is not attached to the application, the maximum incentive will be \$100.*

*Qualifications:*

- New Construction
- Conversions (to electric heat from a fossil fuel heating system)
- Upgrades (existing heat pump to a new heat pump)
- For air source heat pumps, the back-up fuel source can be either electric or fossil fuel

*Guidelines:*

1. All heat pumps must be permanently installed in a single-family residential dwelling and primarily used for space heating. A mobile home must be on a permanent foundation.
2. Qualifying equipment is AHRI listed with an indoor and outdoor unit combination that meets the minimum requirements of 15.0 Seasonal Energy Efficiency Ratio (SEER), 12.5 Energy Efficiency Ratio (EER), and 8.5 Heating Season Performance Factor (HSPF). This is the minimum efficiency level for the customer incentive.
3. An incentive payment will be paid to the owner of a residence after the equipment is installed and operating. The application form must be signed by both the contractor and the customer. The application will then be submitted to the Utility Billing Department for verification/signature.

4. Multi-family structures that are separately metered will be considered residential, thus requiring separate applications.
5. “New” refers to new construction with new equipment. “Conversion” means that the primary source of heat had been a fossil fuel system. “Upgrades” refers to the installation of new equipment in which the system being directly replaced is currently a heat pump.
6. In those cases where combinations of 2 or more heat pumps are installed in the same house, both or all are eligible for the full incentive amount.
7. If electricity is the primary source of heat for a residence, the use of solar panels, wood stove, or fireplace, will not affect the eligibility for an incentive rebate.
8. Additions and supplemental systems are not eligible for incentive payments unless they are large enough for their own dedicated heating and cooling system.
9. Package Terminal Heat Pumps (PTHPs) are not eligible.
10. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **RESIDENTIAL ATTIC INSULATION**

Customers participating in the Residential Attic Insulation Program are eligible for an incentive of \$0.15/square foot with a maximum incentive amount of \$300 per existing residential dwelling. New construction and/or additions do not qualify.

*Incentive:*

- \$0.15 per square foot with a maximum of \$300 per dwelling

*Qualifications:*

- Existing dwellings only.
- New construction or additions to existing dwellings do not qualify.
- Primary heating system must be electric or a heat pump or electric heat (baseboard, radiant, etc.).
- Existing attic insulation levels are assumed to be an average 6” or less.
- Must install 6” or more or an R-19 value of new insulation.
- Area insulated may be less than total attic area.
- Proof-of-purchase must indicate type and quantity of insulation installed.
- Incentives calculated by taking area insulated (square feet) times \$0.15 per square foot.
- Incentives limited to \$300 per dwelling.
- Duplexes and multi-family dwellings qualify if each residence is individually metered.
- Multi-family dwellings that are master-metered do not qualify.

*Guidelines:*

The following guidelines will generally apply. Exceptions will be handled on a case-by-case basis.

1. This program is for the installation of attic insulation only. All other insulation installations (i.e. walls, floors, crawl spaces, foundations, etc.) do not qualify.
2. Only residential customers qualify for the attic insulation energy efficiency incentives. Duplexes and multi-family dwellings in which each residence is individually metered are eligible for 1 incentive per dwelling.
3. To qualify, dwellings must use electricity as the primary fuel source for heating. Customers that have air source heat pumps with natural gas or propane backup furnaces do qualify. Also,

existing attic insulation levels must average 6" or less and 6" or more or an R-19 value of new insulation must be added to the area insulated.

4. Incentives are calculated at the rate of \$0.15 per square foot with a maximum of \$300 per dwelling.
5. New construction or additions to existing dwellings do not qualify.
6. An incentive will be provided to the owner of the dwelling unit after the insulation is installed. No incentive(s) will be paid without the completion of the application form. The application form must then be signed by the owner and installing contractor (if applicable). The completed application form will then be submitted to the Utility Billing Department for processing. Sales receipt(s) or invoice(s) itemizing the new insulation indicating the type, amount, and purchase date must accompany each energy efficiency incentive application. Insulation must be purchased and installed on or after January 1, 2024.
7. The incentive payment to the person responsible for purchasing the insulation will be issued in the form of a utility bill credit.
8. The City reserves the right to do random spot checks of insulation to ensure program compliance.
9. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **COOLING SYSTEM TUNE-UP**

A \$30 incentive is available to customers that have their cooling system tuned up, regardless of what type or age of cooling system it is (air conditioner, air or water source heat pump). The application includes a checklist of key components your contractor should inspect as well as items for discussion, such as filter replacement schedule, proper temperature set-back practices, and an understanding of the general condition of the system.

*Incentive:*

- \$30 incentive every 2 years (24 months)

*Qualifications:*

- Incentives are available to customers who have their cooling system inspected and tuned up by an HVAC contractor.
- Qualifying systems include residential central-air conditioners, air source and water source heat pumps.
- Even though the cooling system may be serviced or tuned up frequently, the customer is only eligible for the \$30 incentive every 2 years (24 months).

*Guidelines:*

The following guidelines will generally apply. Exceptions will be handled on a case-by-case basis.

1. Qualifying systems include any residential central cooling system that has been installed for at least 1 year, such as: air conditioner, air source heat pump (electric or fossil fuel back-up), or water source heat pump.
2. Customer is only eligible to apply for an incentive every 2 years (24 months).
3. For renter/landlord situations, the utility bill credit will be applied to the service location.
4. All HVAC equipment must be permanently installed in a single-family residential dwelling. A mobile home must be on a permanent foundation.
5. For duplexes and condominiums that are separately metered, they will be considered residential, thus requiring 2 separate applications. If they are master metered, they are

considered multi-family and not eligible. Apartments that are master metered are considered multi-family and not eligible.

6. In those cases where 2 or more air conditioners or heat pumps are installed in the same house, both or all are eligible for the full incentive amount. Each requires its own application.
7. Window air conditioners, Package Terminal Air Conditioner (PTAC), and Package Terminal Heat Pumps (PTHPs) are not eligible. Only a ducted – split system is eligible.
8. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **ELECTRIC LAWN & GARDEN TOOLS**

Advances in battery technology have come a long way in recent years. More power is now being packed into your lawn and garden equipment.

*Incentive:*

- 20% incentive on any new electric chainsaw, tiller, snow blower, or lawn mower (includes riding, walk behind, and robotic). Not to exceed \$1,500 per incentive.

*Qualifications:*

- 20% incentive on any new electric chainsaw, tiller, snow blower, or lawn mower (includes riding, walk behind, and robotic). Not to exceed \$1,500 per incentive.
- Must be brand new and purchased on or after January 1, 2024.
- Incentive amount is based on the purchase price (installation, taxes, delivery/shipping, and setup costs are NOT eligible).
- Chargers and additional battery purchases are available for the 20% incentive at the time of initial electric lawn or garden tool purchase.

*Guidelines:*

The following guidelines will generally apply. Exceptions will be handled on a case-by-case basis.

1. Lawn and garden tools must be brand new (not used, previously owned, or factory reconditioned) and purchased on or after January 1, 2024.
2. Incentive amount is based on purchase price (installation, taxes, and delivery/shipping costs are NOT eligible).
3. No incentive(s) will be paid without the completion of the application form. The application must be signed by the owner. The completed application form will then be submitted to the Utility Billing Department for processing. Sales receipt(s) or invoice(s) itemizing the new lawn and garden tool(s) indicating the type, amount, and purchase date must accompany the incentive application.
4. The incentive payment to the person responsible for purchasing the lawn and garden tool(s) will be issued in the form of a utility bill credit.
5. The City does not warrant the performance either expressly or implicitly. Contact the manufacturer, supplier, or contractor for details regarding material warranties.
6. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **RESIDENTIAL CHARGING STATION**

An incentive for the purchase of a residential 32 Amp (minimum) charging station is available.

*Incentive:*

- \$500 incentive for the installation of a residential vehicle charging station.

*Qualifications:*

- Charging station installation location must be a single or multi-family residence.
- An incentive application must be completed along with the associated proof of purchase or installation of the charging station. Application must contain the serial number tied to the charging station.

*Guidelines:*

1. Incentive applies only to a home charging station.
2. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **PRE-WIRING**

Incentives are available for the residential wiring for the future installation of an electric vehicle charging station.

*Incentives:*

- \$400 incentive for new construction for in-home pre-wiring for the installation of an electric vehicle charging station
- OR**
- 100% of the cost (maximum of \$600) for existing structures for in-home pre-wiring for the installation of an electric vehicle charging station

*Qualifications:*

- Pre-wiring installation location must be a single or multi-family residence.
- Pre-wiring incentive is only available to customers who plan to install a home charging station.
- All steps on the application must be completed and submitted to the Utility Billing Department, along with installation verification.

*Guidelines:*

1. Pre-wiring incentive applies to single or multi-family residence pre-wiring with NM cable for 32-amps (minimum) continuous load per the National Electrical Code (NEC) or the running of appropriate size conduit per NEC, from the load center to a NEMA 6-50 or 14-50 receptacle.
2. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **WATERSENSE® TOILET REBATE**

Toilets use more water than any other indoor fixture. Because toilets manufactured before 1994 use more gallons of water per flush, replacing them is an easy way to conserve water.

*Incentive:*

- 50% of the toilet purchase price up to \$75, after the purchase and installation of a WaterSense® labeled High Efficiency toilet. Rebate will not exceed the purchase price. Residential customers may receive up to 2 rebates per service address.

*Qualifications:*

- Must be a WaterSense® high-efficiency toilet.
- Toilet purchase must include both bowl and tank and be installed at the service address listed on the application.

*Guidelines:*

1. Applications must be received within 90 calendar days of the purchase and installation date.
2. Customer must submit copies of the contractor's itemed invoice and/or itemized purchase receipts, and the model and serial number must be submitted along with a completed rebate application form. The completed application form will then be submitted to the Utility Billing Department for processing.
3. The City is not responsible for the rebated material's performance or energy savings, and does not provide any warranties or guarantees, expressed or implied.
4. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

• **BROKEN SEWER LINE CONNECTION**

Residential and commercial customers within the City of Beatrice sewer service area are eligible to receive an incentive of 25% of the property owner's cost to repair the broken sewer connection, up to \$1,000.

*Incentive:*

- 25% of the property owner's cost to repair the broken sewer connection, up to \$1,000

*Qualifications:*

- Eligible properties must be at least 5 years old and have an assessed value of less than \$200,000.

*Guidelines:*

1. Submit program application, a copy of your sewer line inspection video, and your contractor's estimate to the Engineering Department, 205 North 4<sup>th</sup> Street.
2. The Engineering Department will review the application and verify proper permits have been obtained through the Community Development Department.
3. If pre-approved, funds will be obligated for a period of 90 calendar days. Contractor itemized invoice, inspection(s), and verification of payment to contractor must be submitted to the Utility Billing Department within this 90-day period for reimbursement.
4. New wye, saddle, or Inserta Tee is required. RE-using the existing connection does not qualify.
5. The incentive payment will be issued by check to the customer upon satisfactory completion of the project and proof of payment to the vendor.
6. The City is not responsible for the rebated material's performance or energy savings, and does not provide any warranties or guarantees, expressed or implied.
7. The City is not responsible for the performance of the sewer connection and does not provide any warranties, expressed or implied.
8. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

## General Guidelines for All Programs

The following guidelines will generally apply to all programs unless otherwise noted. Exceptions will be handled on a case-by-case basis.

1. The applicant must be the customer of record for the BPW utility service relating to the rebate.
2. This program is not available to customers with a current Energy Efficiency Loan through BPW, or customers utilizing PACE financing.
3. All incented equipment must be permanently installed except as exempted in program specific guidelines.
4. Incentives exceeding \$5,000 require pre-approval by the City before purchase or installation. No facility shall receive more than \$10,000 in **Go Green | Save Green** incentives annually without pre-approval.
5. No rebate(s) or incentive(s) will be paid without the completion of the application form. Applications must be received within ninety (90) calendar days of the purchase and installation date.
6. Sales receipt(s) or invoice(s) itemizing the new equipment and indicating the size, type, make, model, purchase date, amount, and/or scope of work provided must accompany each incentive application.
7. Rebated material must be installed at the service address served by BPW.
8. Failure to provide required information may result in denial of the rebate.
9. Rebates will be issued in the form of a utility bill credit.
10. Rebates and incentives are awarded on a first-come, first-served basis until program funds have been depleted.
11. BPW reserves the right to inspect the installed rebated material. If the qualifying equipment is not installed, the rebate may be debited to the utility account.
12. BPW reserves the right to amend or discontinue the program without notice.
13. BPW is not responsible for the rebated material's performance or energy savings, and does not provide any warranties or guarantees, expressed or implied.
14. The applicant agrees to obtain all applicable permits from the Beatrice Community Development Department; to use materials approved by our adopted building codes (2015 IRC and/or 2015 IPC); and to have equipment installed per code. All necessary permits and/or inspections are the responsibility of the customer.
15. The City Administrator/General Manager will make final determination of program compliance.

## VI. WPC DEPARTMENT

### A. ADJUSTMENT OF SEWER CHARGES – #51 – November 1, 2023

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 Finance Director 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 Tetanus shots be made available to Sewer Department employees at the Board’s expense.

**G. ENERGY REBATE AND INCENTIVE PROGRAM – #161 – FEBRUARY 14, 2024**

**WHEREAS**, more efficient equipment to heat and cool our homes, and more water-efficient fixtures saves energy and helps preserve our various energy resources and facilities; and

**WHEREAS**, Electric vehicles (EVs) are gaining popularity, and have an impact on the local electric grid; and

**WHEREAS**, broken sewer connections can lead to contamination issues and overtax the wastewater treatment system; and

**WHEREAS**, the Board of Public Works (BPW) wishes to offer energy rebates and incentives to customers to help conserve energy and water;

**THEREFORE**, the Beatrice Board of Public Works will budget money each year to establish a fund to offer rebates and incentives to qualifying customers to install equipment and fixtures pursuant to the following terms and conditions.

**Available Rebates:**

• **HIGH EFFICIENCY HEAT PUMP**

Your heating and cooling system is likely the largest user of energy in your home. Installing a high efficiency heat pump can save up to 50% on your home heating bills as they deliver energy more efficiently than other sources. Having your contractor complete a performance verification test will ensure your heat pump is performing at or near its capacity.

*Incentives:*

<b>Type of Heat Pump</b>	<b>Incentive Criteria</b>	<b>Incentive Amount</b>
Ductless Mini-Split	16+ SEER, 12.5 EER, 8.5 HSPF <b>or</b> 16+ SEER2, 12.5 EER2, 7.7 HSPF2	\$400
Ductless Mini-Split	Variable Capacity (inverter driven)*	\$600
Ductless Mini-Split (multi heads,3 ton or greater)	Variable Capacity (inverter driven)*	\$1,200
Air Source	16-16.9 SEER, 12.5 EER, 8.5 HSPF <b>or</b> 15.2-16 SEER2, 11.9 EER2, 7.5 HSPF2	\$400
Air Source	17-18.9 SEER, 12.5 EER, 8.5 HSPF <b>or</b> 16.1-18 SEER2, 11.9 EER2, 7.5 HSPF2	\$800
Air Source	19+ SEER, 12.5 EER, 8.5 HSPF <b>or</b> 18.1+ SEER2, 11.9 EER2, 7.5 HSPF2	\$1,200
Air Source	Variable Capacity (inverter driven)*	\$1,200
Geothermal water-to-air or water-to-water (1 or 2 stages)	Any EER	\$2,400
Geothermal water-to-air or water-to-water (variable capacity)	35+ EER, 5.0+ COP in GLHP partial load column of AHRI or Energy Star certificate	\$3,000

*\*Provide documentation that shows manufacturer, model number, and that states the equipment is “inverter driven”.*

*An AHRI Certificate is required for all equipment meeting the requirements in the table above. If an AHRI Certificate is not attached to the application, the maximum incentive will be \$100.*

*Qualifications:*

- New Construction
- Conversions (to electric heat from a fossil fuel heating system)
- Upgrades (existing heat pump to a new heat pump)
- For air source heat pumps, the back-up fuel source can be either electric or fossil fuel

*Guidelines:*

1. All heat pumps must be permanently installed in a single-family residential dwelling and primarily used for space heating. A mobile home must be on a permanent foundation.
2. Qualifying equipment is AHRI listed with an indoor and outdoor unit combination that meets the minimum requirements of 15.0 Seasonal Energy Efficiency Ratio (SEER), 12.5 Energy Efficiency Ratio (EER), and 8.5 Heating Season Performance Factor (HSPF). This is the minimum efficiency level for the customer incentive.
3. An incentive payment will be paid to the owner of a residence after the equipment is installed and operating. The application form must be signed by both the contractor and the customer. The application will then be submitted to the Utility Billing Department for verification/signature.
4. Multi-family structures that are separately metered will be considered residential, thus requiring separate applications.

5. "New" refers to new construction with new equipment. "Conversion" means that the primary source of heat had been a fossil fuel system. "Upgrades" refers to the installation of new equipment in which the system being directly replaced is currently a heat pump.
6. In those cases where combinations of 2 or more heat pumps are installed in the same house, both or all are eligible for the full incentive amount.
7. If electricity is the primary source of heat for a residence, the use of solar panels, wood stove, or fireplace, will not affect the eligibility for an incentive rebate.
8. Additions and supplemental systems are not eligible for incentive payments unless they are large enough for their own dedicated heating and cooling system.
9. Package Terminal Heat Pumps (PTHPs) are not eligible.
10. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **RESIDENTIAL ATTIC INSULATION**

Customers participating in the Residential Attic Insulation Program are eligible for an incentive of \$0.15/square foot with a maximum incentive amount of \$300 per existing residential dwelling. New construction and/or additions do not qualify.

*Incentive:*

- \$0.15 per square foot with a maximum of \$300 per dwelling

*Qualifications:*

- Existing dwellings only.
- New construction or additions to existing dwellings do not qualify.
- Primary heating system must be electric or a heat pump or electric heat (baseboard, radiant, etc.).
- Existing attic insulation levels are assumed to be an average 6" or less.
- Must install 6" or more or an R-19 value of new insulation.
- Area insulated may be less than total attic area.
- Proof-of-purchase must indicate type and quantity of insulation installed.
- Incentives calculated by taking area insulated (square feet) times \$0.15 per square foot.
- Incentives limited to \$300 per dwelling.
- Duplexes and multi-family dwellings qualify if each residence is individually metered.
- Multi-family dwellings that are master-metered do not qualify.

*Guidelines:*

The following guidelines will generally apply. Exceptions will be handled on a case-by-case basis.

1. This program is for the installation of attic insulation only. All other insulation installations (i.e. walls, floors, crawl spaces, foundations, etc.) do not qualify.
2. Only residential customers qualify for the attic insulation energy efficiency incentives. Duplexes and multi-family dwellings in which each residence is individually metered are eligible for 1 incentive per dwelling.
3. To qualify, dwellings must use electricity as the primary fuel source for heating. Customers that have air source heat pumps with natural gas or propane backup furnaces do qualify. Also, existing attic insulation levels must average 6" or less and 6" or more or an R-19 value of new insulation must be added to the area insulated.

4. Incentives are calculated at the rate of \$0.15 per square foot with a maximum of \$300 per dwelling.
5. New construction or additions to existing dwellings do not qualify.
6. An incentive will be provided to the owner of the dwelling unit after the insulation is installed. No incentive(s) will be paid without the completion of the application form. The application form must then be signed by the owner and installing contractor (if applicable). The completed application form will then be submitted to the Utility Billing Department for processing. Sales receipt(s) or invoice(s) itemizing the new insulation indicating the type, amount, and purchase date must accompany each energy efficiency incentive application. Insulation must be purchased and installed on or after January 1, 2024.
7. The incentive payment to the person responsible for purchasing the insulation will be issued in the form of a utility bill credit.
8. The City reserves the right to do random spot checks of insulation to ensure program compliance.
9. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **COOLING SYSTEM TUNE-UP**

A \$30 incentive is available to customers that have their cooling system tuned up, regardless of what type or age of cooling system it is (air conditioner, air or water source heat pump). The application includes a checklist of key components your contractor should inspect as well as items for discussion, such as filter replacement schedule, proper temperature set-back practices, and an understanding of the general condition of the system.

*Incentive:*

- \$30 incentive every 2 years (24 months)

*Qualifications:*

- Incentives are available to customers who have their cooling system inspected and tuned up by an HVAC contractor.
- Qualifying systems include residential central-air conditioners, air source and water source heat pumps.
- Even though the cooling system may be serviced or tuned up frequently, the customer is only eligible for the \$30 incentive every 2 years (24 months).

*Guidelines:*

The following guidelines will generally apply. Exceptions will be handled on a case-by-case basis.

1. Qualifying systems include any residential central cooling system that has been installed for at least 1 year, such as: air conditioner, air source heat pump (electric or fossil fuel back-up), or water source heat pump.
2. Customer is only eligible to apply for an incentive every 2 years (24 months).
3. For renter/landlord situations, the utility bill credit will be applied to the service location.
4. All HVAC equipment must be permanently installed in a single-family residential dwelling. A mobile home must be on a permanent foundation.
5. For duplexes and condominiums that are separately metered, they will be considered residential, thus requiring 2 separate applications. If they are master metered, they are considered multi-family and not eligible. Apartments that are master metered are considered multi-family and not eligible.

6. In those cases where 2 or more air conditioners or heat pumps are installed in the same house, both or all are eligible for the full incentive amount. Each requires its own application.
7. Window air conditioners, Package Terminal Air Conditioner (PTAC), and Package Terminal Heat Pumps (PTHPs) are not eligible. Only a ducted – split system is eligible.
8. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **ELECTRIC LAWN & GARDEN TOOLS**

Advances in battery technology have come a long way in recent years. More power is now being packed into your lawn and garden equipment.

*Incentive:*

- 20% incentive on any new electric chainsaw, tiller, snow blower, or lawn mower (includes riding, walk behind, and robotic). Not to exceed \$1,500 per incentive.

*Qualifications:*

- 20% incentive on any new electric chainsaw, tiller, snow blower, or lawn mower (includes riding, walk behind, and robotic). Not to exceed \$1,500 per incentive.
- Must be brand new and purchased on or after January 1, 2024.
- Incentive amount is based on the purchase price (installation, taxes, delivery/shipping, and setup costs are NOT eligible).
- Chargers and additional battery purchases are available for the 20% incentive at the time of initial electric lawn or garden tool purchase.

*Guidelines:*

The following guidelines will generally apply. Exceptions will be handled on a case-by-case basis.

1. Lawn and garden tools must be brand new (not used, previously owned, or factory reconditioned) and purchased on or after January 1, 2024.
2. Incentive amount is based on purchase price (installation, taxes, and delivery/shipping costs are NOT eligible).
3. No incentive(s) will be paid without the completion of the application form. The application must be signed by the owner. The completed application form will then be submitted to the Utility Billing Department for processing. Sales receipt(s) or invoice(s) itemizing the new lawn and garden tool(s) indicating the type, amount, and purchase date must accompany the incentive application.
4. The incentive payment to the person responsible for purchasing the lawn and garden tool(s) will be issued in the form of a utility bill credit.
5. The City does not warrant the performance either expressly or implicitly. Contact the manufacturer, supplier, or contractor for details regarding material warranties.
6. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **RESIDENTIAL CHARGING STATION**

An incentive for the purchase of a residential 32 Amp (minimum) charging station is available.

*Incentive:*

- \$500 incentive for the installation of a residential vehicle charging station.

*Qualifications:*

- Charging station installation location must be a single or multi-family residence.
- An incentive application must be completed along with the associated proof of purchase or installation of the charging station. Application must contain the serial number tied to the charging station.

*Guidelines:*

1. Incentive applies only to a home charging station.
2. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **PRE-WIRING**

Incentives are available for the residential wiring for the future installation of an electric vehicle charging station.

*Incentives:*

- \$400 incentive for new construction for in-home pre-wiring for the installation of an electric vehicle charging station
- OR**
- 100% of the cost (maximum of \$600) for existing structures for in-home pre-wiring for the installation of an electric vehicle charging station

*Qualifications:*

- Pre-wiring installation location must be a single or multi-family residence.
- Pre-wiring incentive is only available to customers who plan to install a home charging station.
- All steps on the application must be completed and submitted to the Utility Billing Department, along with installation verification.

*Guidelines:*

1. Pre-wiring incentive applies to single or multi-family residence pre-wiring with NM cable for 32-amps (minimum) continuous load per the National Electrical Code (NEC) or the running of appropriate size conduit per NEC, from the load center to a NEMA 6-50 or 14-50 receptacle.
2. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **WATERSENSE® TOILET REBATE**

Toilets use more water than any other indoor fixture. Because toilets manufactured before 1994 use more gallons of water per flush, replacing them is an easy way to conserve water.

*Incentive:*

- 50% of the toilet purchase price up to \$75, after the purchase and installation of a WaterSense® labeled High Efficiency toilet. Rebate will not exceed the purchase price. Residential customers may receive up to 2 rebates per service address.

*Qualifications:*

- Must be a WaterSense® high-efficiency toilet.

- Toilet purchase must include both bowl and tank and be installed at the service address listed on the application.

*Guidelines:*

1. Applications must be received within 90 calendar days of the purchase and installation date.
2. Customer must submit copies of the contractor's itemized invoice and/or itemized purchase receipts, and the model and serial number must be submitted along with a completed rebate application form. The completed application form will then be submitted to the Utility Billing Department for processing.
3. The City is not responsible for the rebated material's performance or energy savings, and does not provide any warranties or guarantees, expressed or implied.
4. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

- **BROKEN SEWER LINE CONNECTION**

Residential and commercial customers within the City of Beatrice sewer service area are eligible to receive an incentive of 25% of the property owner's cost to repair the broken sewer connection, up to \$1,000.

*Incentive:*

- 25% of the property owner's cost to repair the broken sewer connection, up to \$1,000

*Qualifications:*

- Eligible properties must be at least 5 years old and have an assessed value of less than \$200,000.

*Guidelines:*

1. Submit program application, a copy of your sewer line inspection video, and your contractor's estimate to the Engineering Department, 205 North 4<sup>th</sup> Street.
2. The Engineering Department will review the application and verify proper permits have been obtained through the Community Development Department.
3. If pre-approved, funds will be obligated for a period of 90 calendar days. Contractor itemized invoice, inspection(s), and verification of payment to contractor must be submitted to the Utility Billing Department within this 90-day period for reimbursement.
4. New wye, saddle, or Inserta Tee is required. RE-using the existing connection does not qualify.
5. The incentive payment will be issued by check to the customer upon satisfactory completion of the project and proof of payment to the vendor.
6. The City is not responsible for the rebated material's performance or energy savings, and does not provide any warranties or guarantees, expressed or implied.
7. The City is not responsible for the performance of the sewer connection and does not provide any warranties, expressed or implied.
8. Program is subject to the Terms and Conditions as outlined here, on the application, and under the General Guidelines.

**General Guidelines for All Programs**

The following guidelines will generally apply to all programs unless otherwise noted. Exceptions will be handled on a case-by-case basis.

1. The applicant must be the customer of record for the BPW utility service relating to the rebate.

2. This program is not available to customers with a current Energy Efficiency Loan through BPW, or customers utilizing PACE financing.
3. All incented equipment must be permanently installed except as exempted in program specific guidelines.
4. Incentives exceeding \$5,000 require pre-approval by the City before purchase or installation. No facility shall receive more than \$10,000 in **Go Green | Save Green** incentives annually without pre-approval.
5. No rebate(s) or incentive(s) will be paid without the completion of the application form. Applications must be received within ninety (90) calendar days of the purchase and installation date.
6. Sales receipt(s) or invoice(s) itemizing the new equipment and indicating the size, type, make, model, purchase date, amount, and/or scope of work provided must accompany each incentive application.
7. Rebated material must be installed at the service address served by BPW.
8. Failure to provide required information may result in denial of the rebate.
9. Rebates will be issued in the form of a utility bill credit.
10. Rebates and incentives are awarded on a first-come, first-served basis until program funds have been depleted.
11. BPW reserves the right to inspect the installed rebated material. If the qualifying equipment is not installed, the rebate may be debited to the utility account.
12. BPW reserves the right to amend or discontinue the program without notice.
13. BPW is not responsible for the rebated material's performance or energy savings, and does not provide any warranties or guarantees, expressed or implied.
14. The applicant agrees to obtain all applicable permits from the Beatrice Community Development Department; to use materials approved by our adopted building codes (2015 IRC and/or 2015 IPC); and to have equipment installed per code. All necessary permits and/or inspections are the responsibility of the customer.
15. The City Administrator/General Manager will make final determination of program compliance.

## **VII. 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. 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.

## VIII. MISCELLANEOUS

### A. 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.