

**RESOLUTION NO. 2071-2020**

**A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, TO AMEND ITS POLICY FOR THE INSTALLATION OF UNDERGROUND ELECTRIC DISTRIBUTION AND SERVICE FACILITIES; PROVIDING FOR ADOPTION OF THE POLICY; ADOPTION OF RECITALS, REPEAL OF PRIOR INCONSISTENT RESOLUTIONS, SEVERABILITY, AND AN EFFECTIVE DATE.**

**WHEREAS**, the Policy for Underground Electric Distribution and Service Facilities was established on October 21, 1985 via Resolution No. 958-85 titled “A Resolution Establishing and Defining the Policy of the City of Jacksonville Beach, Florida, for the Installation of Underground Electric Distribution and Service Facilities” (“Policy”); and

**WHEREAS**, the Policy has not been updated since its creation in 1985; and

**WHEREAS**, Beaches Energy Services (“BES”) has determined that underground facilities are less susceptible to service disruptions, are safer both to the users and to the general public, and are an enhancement to the environmental aesthetics of the City of Jacksonville Beach (“City”) and the BES service areas; and

**WHEREAS**, the fees for subdivision development need to reflect the current cost for installation of the Underground Electric Distribution System; and

**WHEREAS**, the City has determined that modifications to the Policy are necessary to encourage participation of consumers with the City’s initiative to convert more overhead power lines to underground; and

**WHEREAS**, the modifications to the existing Policy will further improve the safety and reliability of the Electric Distribution System; and

**WHEREAS**, the existing Policy needs improvement to definitions of terms, amendments to the general scope, exclusions, and customer, developer, and BES responsibilities, for multi-family residential and single-family residential subdivisions, and commercial/industrial complexes categories; and

**WHEREAS**, the Policy needs a section added to address the distribution policy for conversion of service laterals during overhead to underground conversion projects; and

**WHEREAS**, the City Attorney and BES officials have drafted a new Policy for Installation of Underground Electric Distribution and Service Facilities to implement these necessary amendments and modifications; and

**WHEREAS**, the City Council finds this Policy serves legitimate public purposes and benefits the public's health, safety, welfare.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, THAT:**

**SECTION 1. Adoption of Recitals.** The foregoing recitals are deemed true and material parts of this Resolution and are fully incorporated herein by reference.

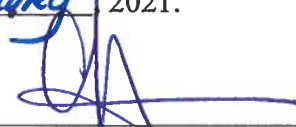
**SECTION 2. Adoption of the Amended Policy.** The City of Jacksonville Beach, Florida, hereby adopts the amended Policy for Installation of Underground Electric Distribution and Service Facilities attached hereto as Attachment A.

**SECTION 3. Repeal of Prior Inconsistent Resolutions and Policies.** All prior resolutions or parts of resolutions, and prior policies or parts of policies, that are in conflict herewith or the attached Policy, are hereby repealed to the extent of the conflict.

**SECTION 4. Severability.** If any section, sentence, clause, or phrase of this Resolution should be held invalid, unlawful, or unconstitutional, said determination shall not be held to invalidate or impair the validity, force, or effect of any other section, sentence, phrase, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

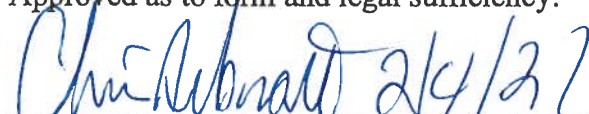
**SECTION 5. Effective Date.** This Resolution and Attachment A: Policy for Installation of Underground Electric Distribution and Service Facilities shall become effective immediately upon passage and adoption by City Council.

AUTHENTICATED this 16<sup>th</sup> day of February, 2021.

  
\_\_\_\_\_  
Christine H. Hoffman, MAYOR

  
\_\_\_\_\_  
Laurie Scott, CITY CLERK

Approved as to form and legal sufficiency:

  
\_\_\_\_\_  
Chris Ambrosio, City Attorney

# **Attachment A**

## **Policy for Installation of Underground Electric Distribution and Service Facilities**

**CITY OF JACKSONVILLE BEACH/BEACHES ENERGY SERVICES  
UNDERGROUND ELECTRIC DISTRIBUTION POLICY  
FOR NEW MULTI-FAMILY RESIDENTIAL DEVELOPMENTS**

1. **PURPOSE OF THE POLICY.** To provide a mandatory uniform policy and a method of installation for an Underground Electric Distribution System (UEDS) in a multi-family Development such as apartments, condominiums, and similar type construction where each living unit and/or commercial area within said development is to be individually metered by the City of Jacksonville Beach, Florida. The meters on each multi-family building shall be grouped at a location designated by the Utility unless otherwise specifically authorized and approved in writing by the Utility.
  
2. **DEFINITIONS USED IN THE POLICY:**
  - a. COMPLEX OR DEVELOPMENT means one or more multi-family buildings to include clubhouses, pools, recreation areas, sewer lift stations, and other buildings and structures located within the same property boundary as the living units.
  - b. CONTRACTOR means a duly qualified contractor licensed and approved to do the required electrical construction and installations in the area where the UEDS is to be installed.
  - c. DEVELOPER means a person, company, partnership, corporation, or entity responsible for the construction and development of a new Complex within the Utility's service area.
  - d. UNDERGROUND ELECTRIC DISTRIBUTION SYSTEM (UEDS) means high voltage primary cable, transformer(s) and other accessories, parts and equipment, excluding Underground Service Laterals.
  - e. UNDERGROUND SERVICE LATERAL means the underground service conductors including any raceways between the Utility's equipment and the first point of connection to the service entrance conductors, bus, or service equipment.
  - f. UTILITY means the City of Jacksonville Beach d/b/a Beaches Energy Services its authorized Contractors, agents, and/or representatives.
  
3. **EXCLUSIONS OF THE POLICY.** The conditions stated in this Policy do not include Complexes containing less than 12 individual living units, communication circuits, street lighting on private property, CATV, nor similar facilities not normally associated with the Utility's business of providing electric service. The Utility, however, will attempt to cooperate with any other utility provider or sub-contractor installing such facilities for the Developer. The Utility reserves the right to review special uses not falling within any of these above-identified classifications. In such classifications, all meter sockets, enclosures, and meter centers shall be furnished, installed, and maintained by the Developer.

**4. GENERAL SCOPE OF THE POLICY:**

- a. Multi-family Developers shall furnish and install a complete underground electrical duct system to and including transformer pads, manholes, vaults, grounding, and all related components in accordance with the plans and specifications of the Utility.
- b. The Developer shall furnish, install, and maintain the Underground Service Laterals from the transformer to the service equipment including grounding and Underground Service Lateral connectors at the transformer. Size and type of Underground Service Lateral and service equipment shall comply with all applicable national and local electrical codes.
- c. The Utility shall furnish, install, and maintain transformer(s), transclosure(s), and high voltage cable(s), and shall make all electrical connections to the transformer(s) and/or transclosure(s).
- d. The Developer shall be required to pay all costs as prescribed by the Utility prior to energizing the UEDS. Charges will include total cost to the Utility for the UEDS installation except that no charge will be made for transformer(s) and/or transclosure(s).
- e. The Developer shall be required to pay additional costs due to design changes, items not in the original estimate, and/or after-hours work if necessary.

**5. DEVELOPER'S RESPONSIBILITY (GENERAL).** The Developer shall provide or furnish the following scope of work at no expense to the Utility in addition to any and all other requirements stated in this Policy and on the Utility's plans and specifications:

- a. Provide a written transmittal to the Utility stating the proposed construction schedule accompanied with a current registered legal survey of the property boundary and to include complete plans of the geometry, water, sewer, drainage, architecture, and landscaping.
- b. Furnish an overall master plan for Developments to be constructed in phases.
- c. Furnish the electrical load calculations for each proposed meter.
- d. Furnish a site plan depicting the desired above-ground equipment locations based on the Utility's criteria.
- e. Furnish approved street names, addresses, and unit numbers for each electric meter.
- f. Furnish final, approved Development plans, all revisions to items 5 "a" through "e" above, and water/sewer as-built plans for the Utility to finalize the UEDS plans.
- g. Provide the land elevations within two-tenths of a foot from final grade along all duct/cable routes prior to installation of any electric facilities. Prepare the site in such conditions that the entire UEDS may be installed insofar as possible in one continuous operation. The Utility reserves the right to require that all other utilities, such as sewer and water, except curbing and paving, be completed before the installation of the UEDS.

- h. Transfer ownership of Developer installed UEDS materials, except Underground Service Laterals, to the Utility in exchange for maintenance by the Utility. The Utility shall own, control, and hold title to the system installed. The Utility reserves the right to use and extend the UEDS to service customers beyond the limits of the Development.
  - i. The Utility shall have the sole right to relocate, change, or revise the installed UEDS at the Utility's expense. If the Utility agrees to relocate or change any installed facilities at the Developer's request, all such relocations and changes shall be at the Developer's expense. The Utility shall bear no costs related to the relocation, change, or revision.
  - j. Furnish the Utility with acceptable easements as needed or required by the Utility to allow for the operation, maintenance, and extension of the UEDS.
- 6. UTILITY'S RESPONSIBILITY (GENERAL).** The Utility shall provide the developer the following:
- a. Review of plans and data received per items 5 "a" through "i" above and prepare UEDS construction plans and specifications for the Developer's approved Contractor to install facilities per this Policy.
  - b. Furnish an inspector to certify Contractor's compliance with UEDS plans and specifications and to coordinate transformer and cable installations.
  - c. Furnish and install all high voltage cables, transformers, and other equipment per the Utility plans.
  - d. Terminate all cables except at service equipment.
  - e. Operate and maintain the UEDS.
- 7. PROJECT DESIGN AND REQUIRED FEES**
- a. Utility will prepare the UEDS construction plans and specifications after the customer/developer submits the application and required documents as listed in Section 5.
  - b. Using the UEDS construction plans and specifications, the Utility will calculate the required fees that will include the cost of materials with applicable taxes, storeroom overhead, labor and equipment.
  - c. Utility will send the invoice for the required fees and the UEDS construction plans and specifications to the customer/developer.
  - d. Payment to the Utility for the required fees can be made by cash or check payable to Beaches Energy Services.
  - e. Utility will not energize the UEDS until all the required fees are paid.
- 8. TRANSFER OF OWNERSHIP.** Transfer of ownership of Developer installed UEDS to the Utility will commence when all the Utility requirements are met including the approved plat and/or easement requirements and when the UEDS is energized.
- 9. REVISION, AMENDMENT, MODIFICATION, OR WITHDRAWAL OF THE POLICY.** The Utility reserves the right to revise, amend, modify, or withdraw this Policy, or any portion of it, at any time without prior notice.

10. **EFFECTIVE DATE.** This Policy shall be effective immediately upon passage and adoption of it by the City of Jacksonville Beach Council and it shall then supersede any and all previous Utility policies pertaining to new multi-family residential Developments.

**CITY OF JACKSONVILLE BEACH/BEACHES ENERGY SERVICES  
UNDERGROUND ELECTRIC DISTRIBUTION POLICY  
FOR NEW SINGLE-FAMILY RESIDENTIAL SUBDIVISIONS**

- 1. PURPOSE OF THE POLICY.** To establish the requirements for an UEDS in new residential subdivisions and residential area Developments, and to provide a uniform policy for its installation.
  
- 2. DEFINITIONS USED IN THE POLICY:**
  - a. CONTRACTOR means a duly qualified contractor licensed and approved to do the required electrical construction and installations in the area where the UEDS is to be installed.
  - b. DEVELOPER means a person, company, partnership, corporation, or entity responsible for the construction and development of a new Complex within the Utility's service area.
  - c. OWNER means property title owner of an individual lot.
  - d. SECONDARY WIRING means electricity supplied at 120/240 volts, single-phase with conductors of sufficient ampacity to serve residences as required.
  - e. TEMPORARY SERVICE means electric service for construction purposes.
  - f. UNDERGROUND ELECTRIC DISTRIBUTION SYSTEM (UEDS) means high voltage primary cable, transformer(s) and other accessories, parts and equipment, excluding Underground Service Laterals.
  - g. UNDERGROUND SERVICE LATERAL means the underground service conductors between the Utility's equipment and the first point of connection to the service entrance conductors, bus or service equipment.
  - h. UTILITY means the City of Jacksonville Beach d/b/a Beaches Energy Services its authorized Contractor(s), agent(s), and/or representative(s).
  
- 3. EXCLUSIONS OF THE POLICY.** The conditions stated in this Policy do not include subdivisions containing less than 10 individual lots, communication circuits, street lighting on private property, CATV, nor similar facilities not normally associated with the Utility's business of providing electric service. The Utility will attempt to cooperate with any other utility provider or sub-contractor installing such facilities for the Developer. The Utility reserves the right to review special uses not falling within any of the above identified classifications.
  
- 4. GENERAL SCOPE OF THE POLICY:**
  - a. Subdivision Developers shall furnish and install a complete underground electrical duct system to and including transformer pads, manholes, vaults, grounding, all other related components and all other requirements as specified with the plans provided by the Utility for the UEDS. A schedule of minimum requirements may be obtained from the Utility upon request. Subdivisions with less than 10 lots will be considered on an individual basis by the Utility.



- b. The Utility shall furnish, install, and maintain transformer(s), transclosure(s) and high voltage cable(s), and shall make all electrical connections to the transformer(s) and/or transclosure(s).
- c. The Developer shall be required to pay all costs as prescribed by the Utility prior to energizing the UEDS. Charges will include total cost to the Utility for their UEDS installation except that no charge will be made for transformer(s) and/or transclosure(s).
- d. The Developer shall be required to pay additional costs due to design changes, items not in the original estimate, and/or after-hours work if necessary.
- e. The above-stated charges do not include the cost for Underground Service Laterals. Said Underground Service Laterals will be installed in accordance with the City of Jacksonville Beach Code of Ordinances and any other applicable laws and regulations.

**5. DEVELOPER'S RESPONSIBILITY (GENERAL).** The Developer shall provide or furnish the following scope of work at no expense to the Utility in addition to any and all other requirements stated in this Policy and on the Utility plans and specifications:

- a. Provide a written transmittal to the Utility stating the proposed construction schedule accompanied with a current subdivision plat of the property to include complete plans for the geometry, water, sewer, drainage, architecture and landscaping.
- b. Furnish an overall master plan for Developments to be constructed in phases.
- c. Furnish the electrical load calculations for each proposed meter, including sewer lift stations, irrigation pumps, and all equipment.
- d. Furnish approved street names and addresses for each electric meter.
- e. Furnish final, approved Development plans, all revisions to item 5 "a" through "d" above, and water/sewer as-built plans for the Utility to finalize the UEDS plans.
- f. Provide the land elevations within two-tenths of a foot from final grade along all duct/cable routes prior to installation of any electric facilities. Prepare the site in such condition that the entire UEDS may be installed as far as possible in one continuous operation. The Utility reserves the right to require that all other utilities, such as sewer, water, except curbing and paving, be completed before the installation of the underground system.
- g. Transfer ownership of Developer installed UEDS materials, to the Utility in exchange for maintenance by the Utility. The Utility shall own, control and hold title to the system installed. The Utility has the right to use and extend the UEDS to service customers beyond the limits of the Development.
- h. The Utility shall have the sole right to relocate, change, or revise the installed UEDS at the Utility's expense. If the Utility agrees to relocate or change any installed facilities at the Developer's request, all such relocations and changes shall be at the Developer's expense. Utility shall bear no costs related to the relocation, change, or revision.

- i. Furnish the Utility with acceptable easements as needed or required by the Utility to allow for the operation, maintenance and extension of the UEDS.
  - j. Furnish a copy of required deed restrictions stating that all purchasers of lots in the subdivision must have Underground Service Laterals and that the associated utility easement are included.
  - k. Furnish a recorded plat at no expense to the Utility.
- 6. UTILITY’S RESPONSIBILITY (GENERAL).** The Utility shall provide the Developer the following:
- a. Review of plans and data received per items 5 “a” through “k” above and prepare UEDS construction plans and specifications for the Developer’s approved Contractor to install facilities per this Policy.
  - b. Furnish an inspector to certify Contractor’s compliance with UEDS plans and specifications and to coordinate transformer and cable installations.
  - c. Furnish and install high voltage cables, transformers, and other designated equipment per Utility plans.
  - d. Terminate all cables except at meter sockets of Underground Service Laterals not installed by the Utility.
  - e. Operate and maintain the UEDS.
- 7. PROJECT DESIGN AND REQUIRED FEES**
- a. Utility will prepare the UEDS construction plans and specifications after the customer/developer submits the application and required documents as listed in Section 5
  - b. Using the UEDS construction plans and specifications, the Utility will calculate the required fees that will include the cost of materials with applicable taxes, storeroom overhead, labor and equipment.
  - c. Utility will send the invoice for the required fees and the UEDS construction plans and specifications to the customer/developer.
  - d. Payment to the Utility for the required fees can be made by cash or check payable to Beaches Energy Services.
  - e. Utility will not energize the UEDS until all the required fees are paid.
- 8. TRANSFER OF OWNERSHIP.** Transfer of ownership of Developer installed UEDS to the Utility will commence when all Utility requirements are met including the approved plat and/or easement requirements and when the UEDS is energized.
- 9. REVISION, AMENDMENT, MODIFICATION, OR WITHDRAWAL OF THE POLICY.** The Utility reserves the right to revise, amend, modify, or withdraw this Policy, or any portion of it, at any time without prior notice.
- 9. EFFECTIVE DATE.** This Policy shall be effective immediately upon passage and adoption of it by the City of Jacksonville Beach Council and it shall then supersede any and all previous Utility policies pertaining to UEDS for new subdivisions.

**CITY OF JACKSONVILLE BEACH/BEACHES ENERGY SERVICES  
UNDERGROUND ELECTRIC DISTRIBUTION POLICY  
FOR COMMERCIAL OR INDUSTRIAL COMPLEXES**

1. **PURPOSE OF THE POLICY.** To provide a uniform policy for the installation of an UEDS in commercial and industrial sites and/or Complexes. This policy applies to categories of consumers not covered by other codes or policies and is directed to commercial areas and industrial Complexes which are to be individually or single metered by the City of Jacksonville Beach.
  
2. **DEFINITIONS USED IN THE POLICY:**
  - a. COMPLEX OR DEVELOPMENT means one or more commercial type buildings to include but not limited to, office buildings, shopping centers, service stations, plants, manufacturing facilities, nursing homes, hospitals and schools.
  - b. CONTRACTOR means a duly qualified contractor licensed and approved to do the required electrical construction and installations in the area where the UEDS is to be installed.
  - c. DEVELOPER means a person, company, partnership, corporation, or entity responsible for the construction and development of a new Complex within the Utility's service area.
  - d. UNDERGROUND ELECTRIC DISTRIBUTION SYSTEM (UEDS) means high voltage primary cable, transformers (s) and other accessories, excluding Underground Service Laterals.
  - e. UNDERGROUND SERVICE LATERAL means the underground service conductors including any raceways between the Utility's equipment and the first point of connection to the meter socket, service entrance conductors, bus or service equipment.
  - f. UTILITY means the City of Jacksonville Beach d/b/a Beaches Energy Services its authorized Contractor(s), agent(s), and/or representative(s).
  
3. **EXCLUSIONS OF THE POLICY.** The conditions and requirements stated in this Policy do not include communication circuits, street lighting on private property, CATV, nor similar facilities not normally associated with the Utility's business of providing electric service. The Utility will attempt to cooperate with any other utility provider or sub-contractor installing such facilities for the Developer. The Utility reserves the right to review special uses not falling within any of the above-identified classifications. All meter sockets, enclosures, and meter centers shall be furnished, installed, and maintained by the Developer. The Utility will furnish, but not install, all current transformers.
  
4. **GENERAL SCOPE OF THE POLICY:**
  - a. Commercial/industrial Complex Developers shall furnish and install a complete underground electrical duct system to and including transformer pad(s), manhole(s), vault(s), and grounding, and all other components in accordance with the plans and specifications of the Utility. This Policy encompasses installations which: (1) require singular loads which exceed 10 KVA in starting; or (2) require service entrance loads of 100 amperes or greater; or (3) are geographically located where underground facilities exist or have been planned; or (4) require a buried

- system for reason of aesthetics or right-of-way clearance problems; or (5) require close coupling to transformer secondary terminals due to voltage drop caused by high current or long (over 200 feet) Underground Service Laterals; or (6) the Developer requests and UEDS.
- b. The Developer shall furnish, install, and maintain the Underground Service Laterals from the transformer to the service equipment including grounding and Underground Service Lateral connectors at the transformer. Size and type of Underground Service Laterals and service equipment are to comply with the national and local electric codes.
  - c. The Utility shall furnish, install, and maintain transformer(s), all high voltage cable(s), and shall make all electrical connections to the transformer(s) and or transclosure(s).
  - d. The Developer shall be required to pay all costs as prescribed by the Utility prior to energizing the UEDS. Charges will include total cost to the Utility for the UEDS installation except that no charge will be made for transformer(s) and or transclosure(s).
  - e. The Developer shall be required to pay additional costs due to design changes, items not in the original estimate, and/or after-hours work if necessary.
- 5. DEVELOPER'S RESPONSIBILITY (GENERAL).** The Developer shall provide or furnish the following scope of work at no expense to the Utility in addition to any and all other requirements stated in this Policy and on the Utility's plans and specifications:
- a. Provide a written transmittal to the Utility stating the proposed construction schedule accompanied with a current registered legal survey of the property boundary and to include complete plans of the geometry, water, sewer, drainage, architecture, and landscaping.
  - b. Furnish an overall master plan for Developments to be constructed in phases.
  - c. Furnish the electrical load calculations for each proposed meter.
  - d. Furnish a site plan depicting the desired above ground equipment locations based on the Utility's criteria.
  - e. Furnish approved street names, addresses, and unit numbers for each electric meter.
  - f. Furnish final, approved Development plans, all revisions to items 5 "a" through "e" above and water/sewer as-built plans for the Utility to finalize the UEDS plans.
  - g. Provide the land elevations within two-tenths of a foot from final grade along all duct/cable routes prior to installation of any electric facilities. Prepare the site in such conditions that the entire underground electrical distribution system may be installed insofar as possible in one continuous operation. The Utility reserves the right to require that all other utilities, such as sewer, water, except curbing and paving, be completed before the installation of the UEDS.

- h. Transfer ownership of Developer installed UEDS materials, except Underground Service Laterals, to the Utility in exchange for maintenance by the Utility. The Utility shall own, control, and hold title to the system installed. The Utility reserves the right to use and extend the UEDS to service customers beyond the limits of the Development.
  - i. The Utility shall have the sole right to relocate, change, or revise the installed UEDS at the Utility's expense. If the Utility agrees to relocate or change any installed facilities at the Developer's request, all such relocations and changes shall be at the Developer's expense. The Utility shall bear no costs related to the relocation, change, or revision.
  - j. Furnish the Utility with acceptable easements as needed or required by the Utility to allow for the operation, maintenance and extension of the UEDS.
  - k. Furnish a copy of required deed restrictions stating that all meters are to be supplied with underground electric Underground Service Laterals and that associated utility easements are included.
- 6. UTILITY'S RESPONSIBILITY (GENERAL).** The Utility shall provide the Developer the following:
- a. Review of plans and data received per items 5 "a" through "k" above and prepare UEDS construction plans and specifications for the Developer's approved Contractor to install facilities per this Policy.
  - b. Furnish an inspector to certify Contractor's compliance with UEDS plans and specifications and to coordinate transformer and cable installations.
  - c. Furnish and install all designated cables, transformers, and other equipment per Utility plans.
  - d. Terminate all cables except at service equipment.
  - e. Operate and maintain the UEDS.
- 7. PROJECT DESIGN AND REQUIRED FEES**
- a. Utility will prepare the UEDS construction plans and specifications after the customer/developer submits the application and required documents as listed in Section 5
  - b. Using the UEDS construction plans and specifications, the Utility will calculate the required fees that will include the cost of materials with applicable taxes, storeroom overhead, labor and equipment.
  - c. Utility will send the invoice for the required fees and the UEDS construction plans and specifications to the customer/developer.
  - d. Payment to the Utility for the required fees can be made by cash or check payable to Beaches Energy Services.
  - e. Utility will not energize the UEDS until all the required fees are paid.
- 8. TRANSFER OF OWNERSHIP.** Transfer of ownership of Developer installed UEDS to the Utility will commence when all the Utility requirements are met including the approved plat and/or easement requirements and when the UEDS is energized.

9. **REVISION, AMENDMENT, MODIFICATION, OR WITHDRAWAL OF THIS POLICY.** The Utility reserves the right to revise, amend, modify, or withdraw this Policy, or any portion of it, at any time without prior notice.
  
10. **EFFECTIVE DATE.** This Policy shall be effective immediately upon passage and adoption of it by the City of Jacksonville Beach Council and it shall then supersede any and all previous Utility policies pertaining to UEDS for commercial and industrial Complexes.

**CITY OF JACKSONVILLE BEACH/BEACHES ENERGY SERVICES  
DISTRIBUTION POLICY FOR CONVERSION OF OVERHEAD SERVICE LATERALS  
DURING OVERHEAD TO UNDERGROUND CONVERSION PROJECTS**

1. **PURPOSE OF THE POLICY.** To provide a uniform policy for conversion of overhead service laterals during utility overhead conversion to an UEDS, and to encourage participation of consumers. This policy is for residential services that qualifies for City Owned Services.
2. **DEFINITIONS USED IN THE POLICY:**
  - a. CITY OWNED SERVICES means single phase, 240 volts, 125-200 amp residential electric services less than 200 feet in length, are eligible for a Utility owned secondary service. See Section 5 of this distribution policy for conversion.
  - b. UNDERGROUND SERVICE LATERAL means the underground service conductors including any raceways between the Utility's equipment and the first point of connection for the service entrance conductors, bus or service equipment.
  - c. UTILITY means the City of Jacksonville Beach d/b/a Beaches Energy Services its authorized Contractor(s), agent(s), and/or representative(s).
3. **EXCLUSIONS OF THE POLICY.** The conditions stated in this Policy do not include commercial services or residential services that do not qualify for the City Owned Services.
4. **GENERAL SCOPE OF THE POLICY:**
  - a. The consumer will have the option to retain the existing overhead service lateral or convert to Underground Service Lateral and pay the installation charges according to City Code of Ordinances Sec. 32-75 *Installation Charges*.
  - b. During installation of the Utility overhead to underground conversion project, the consumer's installation charges for converting overhead service lateral to underground will be waived if the service qualifies for a City Owned Service and meets the requirements in Section 5 Consumer's Responsibility.
5. **CONSUMER'S RESPONSIBILITY (GENERAL).** City Owned Services (as defined above) are eligible for a City owned secondary service, if the following requirements are satisfied:
  - a. The consumer shall provide written notification to the Utility of intent to install an Underground Service Lateral.
  - b. The consumer shall install conduit, in accordance with the Utility Procedure Manual, from the meter socket to a point of delivery designated by the Utility's Engineering Division.
  - c. Conduit shall be installed in accordance with the National Electric Safety Code, National Electric Code, local regulations, and the Utility requirements.
  - d. All secondary services larger than or exceeding 200 amps or 200 feet in length, three-phase, commercial and services that do not qualify for City Owned Services shall be owned and maintained by the consumer.

6. **UTILITY'S RESPONSIBILITY (GENERAL).** The Utility shall provide the Consumer with the following:
  - a. Provide written notification to the consumer of the opportunity to install an Underground Service Lateral and the requirement of a written response prior to the commencement of work.
  - b. Provide the customer with the current utility requirements and the service location or point of delivery.
  - c. Furnish, install, and terminate the Underground Service Lateral secondary conductors.
7. **TRANSFER OF OWNERSHIP.** Transfer of ownership is not applicable.
8. **REVISION, AMENDMENT, MODIFICATION, OR WITHDRAWAL OF THIS POLICY.** The Utility reserves the right to revise, amend, modify, or withdraw this Policy, or any portion of it, at any time without prior notice.
9. **EFFECTIVE DATE.** This Policy shall be effective immediately upon passage and adoption of it by the City of Jacksonville Beach Council and it shall then supersede any and all previous Utility policies pertaining to conversion of Overhead Service Laterals during Overhead to Underground Conversion Projects.