

City of St. James

Electric Service Policy

Section I
Temporary Service

It shall be the responsibility of the property owner or the contractor, for the installation of the temporary meter pedestal and all other equipment necessary for a temporary service. The line and load shall be the responsibility of the property owner. The City of St. James Electric Department shall not install any temporary service, but the Electric Department will install necessary connection equipment, only to the appropriate vault.

The property owner shall be responsibility for any equipment use, wire, poles and all other equipment from the transformer, required to hook-up the temporary service.

The City of St. James Electrical Department shall furnish all necessary meters and transformers, only at the voltage deliverable at that location.

All temporary services shall be approved by the City Electrical Department before commencing with the construction and before energizing of the temporary service.

Section II
Service Connection Fee

Unless otherwise specified in these policies and procedures, the City Electric Department shall charge the following for the installation of a service line (overhead or underground) from the transformer to the meter box:

200 AMP: \$ 400.00

Any service in excess of 200 AMP will be charged based upon the actual costs incurred by the City Electric Department.

Section III
Overhead Construction – Commercial and Residential Services

The City Electric Department provides all overhead equipment and installs all necessary transformers to the distribution system which are required for a new service, at no cost to the property owners.

Overhead construction will be installed only with the approval of the City Electric Department.

If a property owner wishes to upgrade an existing service, the cost shall be \$ 1.00 per amp of service, in excess of the service, if existing wire is used.

In the event that new wire must be used for the upgrading of an existing service, the cost shall be as outlined under the policy on charges for a service connection fee.

Section IV
Underground Construction – New Development and Municipal Improvements

All new development areas will have underground primary cable, secondary cable and house services. The City Electric Department will provide and install pad mounted transformers, secondary pedestals, primary cable and other equipment necessary to service the new area.

For underground construction performed in conjunction with the electric system improvement plan developed by the City Electric Department, the City Electric Department shall furnish and install the primary cable, service pedestals, transformer pads and other necessary equipment required in the area being converted.

In the event a property owner wishes to upgrade an existing underground service in a new development area, or as part of the municipal electric system improvement plan, the cost shall be \$ 1.00 per amp of service size in excess of the existing service size, if existing wire can be used.

If other public or private utility work is being done in an area, and it would be advantageous for the City Electric Department to install underground service at the same time a one time charge of \$ 2000 will be made. This charge can be included on your utility billing and paid to the City of St. James over a period of one year. The City Electric Department may mandate that a change in service be made as part of the overall plan for the municipal electric system improvement.

Section V
Underground Construction – Individual Conversion

A customer desiring conversion from existing overhead service to underground, which is not a part of the municipal electric system improvement plan, shall make a written request to the Superintendent of Public Works. The Superintendent of Public Works shall obtain the necessary easements and schedule the installation.

The customer shall pay for the cost of conversion from overhead to underground, or upgrading existing underground where larger wires are needed. The charges will be based on the service connection fees as outlined in this policy.

The City Electric Department reserves the right to refuse to place underground facilities where, in its judgment, such is not acceptable.

In the event construction is done after the ground is frozen, the customer shall pay one half of the cost of underground trenching, if additional costs are incurred. The additional costs may be incurred through the use of outside vendors or incurred by the City Electric Department.

Section VI
Underground Construction – Commercial and Industrial

The City Electric Department will provide the transformer for commercial and industrial service. However, the City Electric Department will provide only 240 volts. If a customer wants to have a higher voltage, the customer will be responsible for the cost of the transformer, to supply the voltage above 240 volts.

The City Electric Department must approve all transformer locations, KVA size, primary voltage and all other transformer specifications. Transformers in excess of 300 KVA will be purchased by the customer.

The City Electric Department must approve the purchase and installation of more than one transformer per customer.

In the event construction is done after the ground is frozen, the customer shall pay one half of the cost of underground trenching, if additional costs are incurred. The additional costs may be incurred through the use of outside vendors or incurred by the City Electric Department.

The City Electric Department will install the primary cable, primary and secondary terminations, and the primary and secondary spades, and the City Electric Department will install the transformer pad. The customer will be responsible for the secondary wire and associated equipment.

Charges for a single phase commercial and/or industrial service will be the same as a residential service, as outlined earlier in this policy. The charge for a three phase service will be \$ 3.00 per amp of service size.

Adopted by the St. James City Council on January 16, 2007