PROCEDURE FOR ASSIGNING AN ELECTRICAL SERVICE ADDRESS TO A STREET LIGHTING CONTROLLER OR TRAFFIC SIGNAL CONTROLLER AND ACQUIRING POWER ON SITE

Initial Project Coordination with Evergy / KCP&L

The project manager or consultant should perform the initial work to locate the street lighting or traffic signal control center based on field conditions where there is an existing transformer. In general, Evergy / KCP&L requires the power pole with transformer to be less than 150' from our control center.

Evergy / KCP&L should be contacted to verify if power can be obtained at a particular location before a lot of design work is completed. This can be performed either verbally or in writing. In either case, it may be beneficial to send them a plan sheet or meet them in the field. When requesting power, ask if there will be a charge to obtain power where you require. Evergy / KCP&L can generally give us power anywhere we want, but there may be a significant cost to do so. Ask if there is a better location where they have an existing transformer or sectionalizer that would be better or cheaper to acquire power from. If the control center can be relocated to a better position, make the design change. If not, ask Evergy / KCP&L to provide an estimate of the cost associated with obtaining power.

The consultant should provide you with a copy of all letter correspondence or email correspondence to Evergy / KCP&L so you are insured that they are performing the necessary correspondence. Save copies of all letters and emails in the project directory on the K: drive.

After Evergy / KCP&L has agreed to a preliminary power source and location, the project manager or consultant should prepare a preliminary plan sheet showing the location of the power pole and the location of the control center with conduit and notes indicating the location where power will be obtained. After the power location has been established, the project manager will then assign an electrical service address to each control center as outlined in the following process.

Coordination with Planning & Development Services Department for Electrical Service Address

During plan design or review where you are coordinating with Evergy / KCP&L for power requirements, follow the following steps.

- Therese Lyons (extension 6105) will need to have a site plan for all control center and meter address requests showing the following:
    1. A street intersection including the names of the streets (public and/or private drives.)
    2. A north arrow

3. Approximately 200 feet radius of address point information, or greater if there is no new development around the proposed controller

All of the above information can be obtained from the Arc Map (GIS) or copied from plans. On new developments, a copy of the plans will have to suffice since the aerials will not be current enough Therese Lyons needs a plan on a piece of paper.

Put this information on an 8 ½" by 11" piece of paper with a description of what you are requesting and the date you gave it to Therese Lyons. Either put it in their mailbox; or email it to them with the attachment. The words "**address requests"** should be printed on it somewhere or in the "subject" field in the email.

The preferred method is to create a site plan layout in GIS and export it as a JPEG or PDF file to the K:\projects directory. Please perform the following steps:

- Open up ArcMap and bring up the latest aerial where the controller will be located
- Add appropriate address information by clicking on the "Add Layers" button on the side tool bar and click on the "+" sign in front of "general" to expand the folders. Click on the box next to "Address Points" then click "Add Selected Layers" at the bottom of the window. Note, the "Address Points" layer should appear in the far right hand side and should be active. Right click on the "Address Points" in the layer control and select "Label Features"
- You will then be able to see all addresses. Try not to duplicate an address unless otherwise impossible to avoid.
- Use the "Graphics" tool on the lower tool bar to draw a circle where the controller will be located
- Use the "Callout Text" tool to draw a text box and insert the proposed address according to standard practice. Lighting controllers will have an "LC" extension. Traffic signal controllers, DMS sign controllers and fiber optic controllers will have an "SC" extension.

  The two-letter extensions that we will assign to the back of each address is as follows:

  - Street Lighting Control Centers – "LC"
  - Traffic Signal Control Centers – "SC"
  - Parks and Recreation Services – "PR"
  - Flood Warning Alert Systems – "FW"
  - Road Weather Information System – "WS"
  - Emergency Sirens – "ES"
- Select the "Create Layout" button to create a report of what you have added to the site plan. Modify the title as "Street Lighting" or "Traffic Signal" Electrical Service Request for _____" as appropriate.
- Click "File", "Export" and export the file to a JPEG or PDF file and save a copy in the K:\projects directory
- Email Therese Lyons a copy of the file with the words "Electrical Service Address Request"

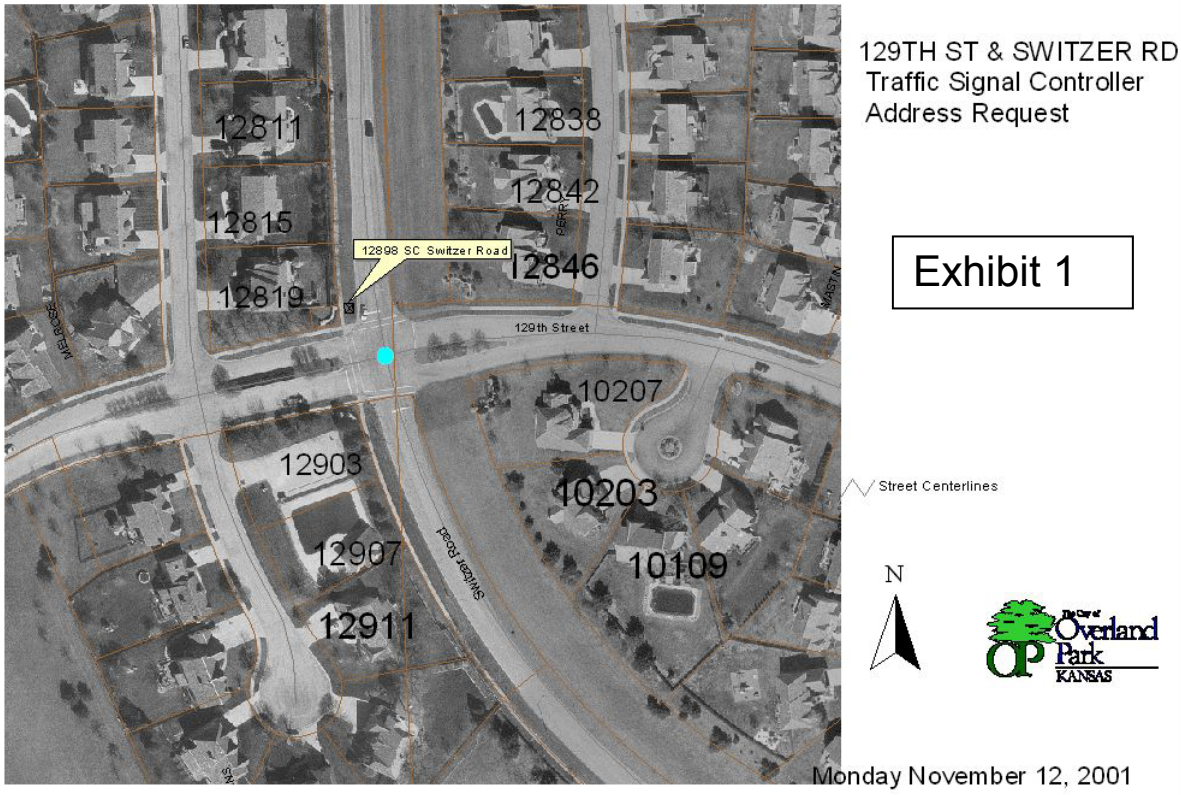
- Save the email in the K:\projects directory as “electrical service address request to Lyons” – signal or lighting can be added for clarification or if you have more than one request.
- When Therese sends a reply back that the system has been updated, save a copy of his email in the K:\projects directory as “electrical service address request from Lyons”

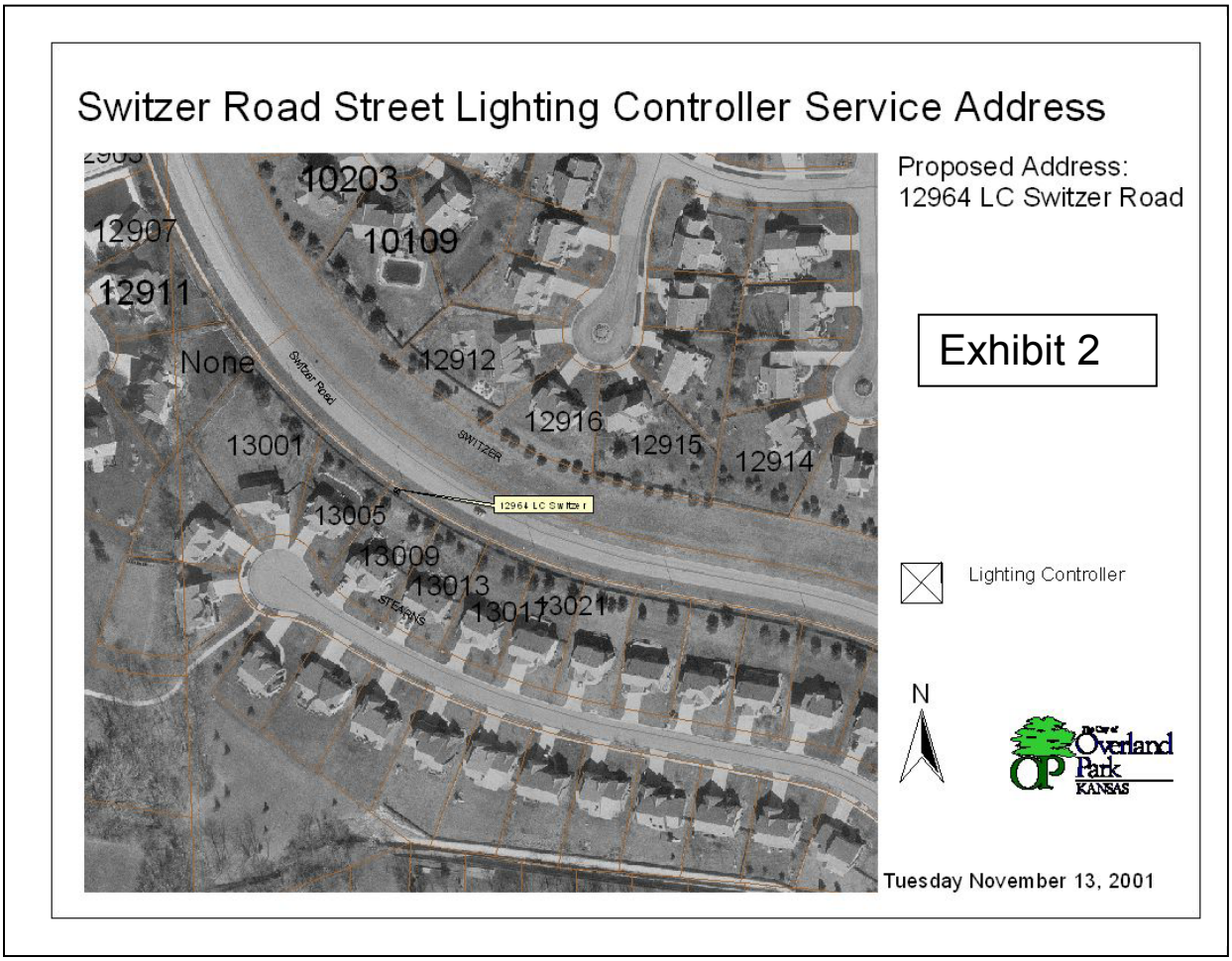
The critical issue is that the project file has a copy of when you requested it from Therese Lyons and when you received the information from him for tracking purposes.

Therese will approve the address or request you to modify the address and resubmit accordingly. She will then place the address into the ArcMap database so there is a record of it.

Expect at least one full day before Therese can provide you with an address and enter it into the Energov system.

See the attachments for examples of what should be submitted to Therese for both a traffic signal (Exhibit 1) and street lighting controller (Exhibit 2).





Applying for Electrical Service with Evergy / KCP&L

The project manager should complete the process of applying for electrical service from Evergy / KCP&L. Rebecca Galati is the contact person for Evergy / KCP&L, (816) 556-2979 or cell phone (816) 718-8737. They require 1) an Account Setup Form, 2) a City of Overland Park Tax Exempt Certificate, and 3) Form ST-28b Statement for Sales Tax Exemption for every control center, in order to request electrical service.
Make sure the electrical service address matches with what has been approved by Planning and Development Services. Also place the controller address on the plan sheet in the lower right hand corner with a box surrounding it.

A copy of the 1) Account Setup Form, 2) City of Overland Park Tax Exempt Certificate, and 3) Form ST-28b Statement for Sales Tax Exemption for every control center should be sent to Evergy / KCP&L with a plan sheet and a cover letter. The cover letter should indicate the project schedule, when power is required and should include the words, "**Please begin whatever work is necessary to ensure that we can obtain power at these locations at the specified time.**" This will trigger Evergy / KCP&L to send the paperwork to their construction division so they can begin to develop a plan.