

Leased Streetlighting Removal Procedure

The following procedure describes the process that is required in order to remove existing streetlighting that the City of Overland Park currently leases from Kansas City Power and Light (KCP&L). This process is the same whether it is associated with a project or as a stand alone request that is not project related.

1. The City of Overland Park, project manager or traffic engineering representative will issue a letter to KCP&L requesting the removal of leased streetlighting at the time they are reviewing or designing the streetlighting plan. The letter should be addressed to:

Gary Price
Kansas City Power and Light Company
Johnson County Service Center
16215 W. 108th St
Lenexa, KS 66219

The letter should include the following information: (See Exhibit 1)

- a. The name of the project
 - b. The CIP number of the project
 - c. The PK numbers of the poles that need to be removed
 - d. An anticipated schedule indicating when the removals will be required
 - e. Request the dollar amount associated with the work; a streetlight disconnect order; and a construction drawing of the scope of work
 - f. If there are several different streets associated with the project, ask KCP&L to have a separate WR number for each one.
2. At the time the project manager is initiating the letter to KCP&L, they should enter the appropriate data in the SL-962 EXCEL spreadsheet.
On the "Invoice Status" tab
 - a. Insert the number of poles to be removed or added in the "Add/Remove" column
 - b. Insert the referenced street location in the "Street Reference Location" column
 - c. Leave the KCP&L Work Request Number blank at this time. KCP&L will provide this number when they issue the cost paperwork.On the "PK Numbers" tab
 - a. List all the associated PK numbers of the poles that are in need of removal
 - b. Fill in the Associated Project Name with the CIP number
 - c. Fill in your initials in the "Project Manager" column
 3. KCP&L (Gary Price) will assign a designer to the project who will perform a field check of the existing streetlights and generate the cost of removal.
 4. The KCP&L designer will send a cover letter to the initiating project manager of Overland Park with the following information: (See Exhibit 4)
 - a. Two (2) copies of an invoice that shows the KCP&L Work Request Number; the name of the project including the CIP number; the associated cost of the work (See Exhibit 4.a)

- b. A Streetlight Disconnect Order (See Exhibit 4.b)
 - c. A construction drawing showing the scope of work (See Exhibit 4.c)
5. The Overland Park project manager or traffic engineering representative will:
- a. Review the documents for accuracy
 - b. Insert the invoice amount in the "Invoice Amount" column in the SL-962 EXCEL spreadsheet
 - c. Insert the KCP&L Work Request Number in the "KCP&L Work Request Number" column in the SL-962 EXCEL spreadsheet
 - d. Give the documents to the Contract Specialist to obtain approval
 - e. Inform the Contract Specialist if the project is ready to "release to construction" or if it should be "held until further notice".
6. The Contract Specialist will:
- a. Take the invoice to the Public Works Director for approval and signature
 - b. Write a purchase order for the amount to encumber the funds
 - c. Insert the date in the "Approval Date" column in the SL-962 EXCEL spreadsheet
 - d. Inform the project manager when it has been approved
 - e. Place both copies of the Invoice and other documents in the SL-962 paper file until further notice.
7. If the work will be released to construction immediately, the Contract Specialist will:
- a. Insert the date in the "Date Released to Constr" column in the SL-962 EXCEL spreadsheet.
 - b. Write a letter to KCP&L (Gary Price) informing them to "release to construction". The letter should reference the KCP&L Work Request Number.
 - c. Skip to step 9
8. If the work was not released to construction initially, the project manager will be required to:
- a. Write a letter to KCP&L (Gary Price) releasing it to construction at the appropriate time. The letter should reference the KCP&L Work Request Number.
 - b. The project manager will insert the date in the "Date Released to Constr" column in the SL-962 EXCEL spreadsheet.
9. KCP&L (Gary Price) will inform the designer when to begin the removal process based on the City of Overland Park's correspondence.
10. When KCP&L has completed the removal, their designer will contact the Overland Park project manager or traffic engineering representative and let them know the work has been completed.
11. The Overland Park project manager or traffic engineering representative will:
- a. Perform a field review to insure that all the work, including restoration, is complete
 - b. Insert the date into the "Field Check" column in the SL-962 EXCEL spreadsheet.
 - c. Inform the Contract Specialist that the work is complete

12. The Contract Specialist will:
 - a. Remove both original copies of the Invoice and the Streetlight Disconnect Order from the SL-962 paper file
 - b. Obtain a signature from the project manager indicating that it is approved for payment
 - c. Stamp one original copy of the invoice for approval
 - d. Make one copy of the Invoice and save it in the SL-962 paper file
 - e. Make an additional copy of the Invoice and Streetlight Disconnect and give to Larry Killer
 - f. Send both copies of the original invoice to Finance for payment.
 - g. Insert the date into the "Invoice Date" column in the SL-962 EXCEL spreadsheet.
13. Finance will:
 - a. Return one copy of the original invoice to KCP&L with our payment.
 - b. Keep the other original copy for their files
14. Larry Killer will:
 - a. Track the KCP&L monthly billings and verify that the removed lights have been indicated on the monthly billing
 - b. Insert the date in the "Monthly Billing" column in the SL-962 EXCEL spreadsheet
 - c. Delete the streetlights out of the CAMP database when they have been removed from the KCP&L billing
 - d. Insert the date in the "Delete out of Database" column in the SL-962 spreadsheet
 - e. Insert "Complete" in the "Current Status" column in the SL-962 EXCEL spreadsheet