

Streetlighting Removal Procedure

The following procedure describes the process that is required in order to remove existing streetlighting that the City of Overland Park purchased from Evergy, formerly called 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. Follow these instructions to on PK numbers in LUCITY. The PK number used to be associated with the pole label LT_PL_ID with the numeral 2 placed in front of it. DO NOT USE THIS ANY LONGER. The PK number is now associated with the luminaire.
 - a. Open LUCITY and click the “+” next to the “Home” tab and select “Traffic Infrastructure” in the “Open GIS View” section.
 - b. Select the light pole identified with a black “B” and an information box will appear.
 - c. In the row “LTG_NUM”, you will find the actual PK number with the prefix “PK”. If you see a number that is not prefixed by “PK”, you are looking at the wrong number.
 - d. LUCITY currently only has database codes for wattage, pole type, etc. To see a better City Application Map for Streetlights that are Contract Maintained, click on the link or type in:
<http://overlandpark.maps.arcgis.com/apps/Solutions/s2.html?appid=c4de3ebabfae4bb4a307c44e74512c4a> into your web browser. This is the actual map that Black & McDonald accesses.
 - e. Click on any light pole on the map and a dialogue box will appear showing the PK number, Light ID, Pole ID, Pole Type, Wattage and Pole Address.

2. The City of Overland Park, project manager or traffic engineering representative, at the time they are reviewing or designing the streetlighting plan, will issue a letter to Black & McDonald (Overland Park’s on-demand electrical contractor) requesting the removal of the specified poles and/or fixtures. The letter should be addressed to:

Jennifer Mathes
Black & McDonald
6001 Front Street
Kansas City, Missouri 64120

The letter should include the following information:

 - a. The name of the project
 - b. The CIP number of the project
 - c. The work release (WR) number per street
 - d. The PK numbers of the poles that need to be removed
 - e. An anticipated schedule indicating when the removals will be required
 - f. Submit a plan sheet showing the location and PK number of lights to be removed
 - g. Request the estimated dollar amount associated with the work for each separate WR number

K:\Operations\Traffic\Street Lighting\KCP&L Buyout\Proposals from Black & McDonald

- c. Insert the invoice amount in the “Invoice Amount” column on the “Invoice Status” tab in the KCP&L Streetlight Buyout Removal Log Google Sheet
 - d. Give the proposal to the Contract Specialist to obtain approval from the Director of Public Works
 - e. Inform the Contract Specialist if the project is ready to “release to construction” or if it should be “held until further notice”.
 - f. Inform the Contract Specialist where the funding will come from
7. The Contract Specialist will:
- a. Take the proposal form to the Director of Public Works for approval and signature
 - b. Write a purchase order for the amount to encumber the funds and place a hard copy in the project paper file and a digital copy in the project file on the K: drive as well as a copy of the digital file with a copy of the proposal signed by the Director of Public Works in: K:\Operations\Traffic\Street Lighting\KCP&L Buyout\Purchase Orders for Black & McDonald
 - c. Insert the date in the “Approval Date” column on the “Invoice Status” tab in the KCP&L Streetlight Buyout Removal Log Google Sheet
 - d. Inform the project manager when it has been approved
8. Will the work be released to construction immediately? (if not, skip to step 9). If “Yes”, the Contract Specialist will:
- a. Insert the date in the “Date Released to Constr” column on the “Invoice Status” tab in the KCP&L Streetlight Buyout Removal Log Google Sheet.
 - b. Write a letter to Black & McDonald informing them to “release to construction”. The letter should reference the Work Request Number, the project name and CIP number. Include the original proposal form signed by the Director of Public Works and a copy of the purchase order that encumbers the funds.
 - c. Copy the following on the letter to Black & McDonald releasing the work to construction:
Project Manager
Transportation Project Inspector
Traffic Maintenance Supervisor
Manager of Maintenance Operations
City Traffic Engineer
 - d. Save a hard copy of the letter in the project paper file and a digital copy in the project file on the K: drive as well as a copy of the digital file in:
K:\Operations\Traffic\Street Lighting\KCP&L Buyout\Release to Construction Letters to Black & McDonald
 - e. Skip to step 11
9. If the work will not be released to construction initially, the Contract Specialist will:
- a. Insert the word “HOLD” in the “Current Status” column on the “Invoice Status” tab in the KCP&L Streetlight Buyout Removal Log Google Sheet.
 - b. Write a letter to Black & McDonald informing them to “hold until further notice”. The letter should reference the Work Request Number, the project

- name and CIP number. Include the original proposal form signed by the Public Works Director and a copy of the purchase order that encumbers the funds.
 - c. Copy the following on the letter to Black & McDonald releasing the work to construction:
 - Project Manager
 - Transportation Project Inspector
 - Traffic Maintenance Supervisor
 - City Traffic Engineer
 - d. Save a hard copy of the letter in the project paper file and a digital copy in the project file on the K: drive as well as a copy of the digital file in:
 - K:\Operations\Traffic\Street Lighting\KCP&L Buyout\Release to Construction Letters to Black & McDonald
- 10. When the work is finally ready to “release to construction”, (if it was already released, skip to step 11), the project manager will be required to:
 - a. Write a letter to Black & McDonald informing them to “release to construction”. The letter should reference the Work Request Number, the project name and CIP number and the purchase order number.
 - b. The project manager will insert the date in the “Date Released to Constr” column on the “Invoice Status” tab in the KCP&L Streetlight Buyout Removal Log Google Sheet.
 - c. Copy the following on the letter to Black & McDonald releasing the work to construction:
 - Project Manager
 - Transportation Project Inspector
 - Traffic Maintenance Supervisor
 - Manager of Maintenance Operations
 - City Traffic Engineer
 - d. Save a hard copy of the letter in the project paper file and a digital copy in the project file on the K: drive as well as a copy of the digital file in:
 - K:\Operations\Traffic\Street Lighting\KCP&L Buyout\Release to Construction Letters to Black & McDonald
- 11. Black & McDonald will inform their staff when to begin the removal process based on the City of Overland Park’s correspondence. They will coordinate with Cellnet to make sure they remove any equipment from the poles prior to the removal.
- 12. When Black & McDonald has completed the removal, they will send the final invoice to the Overland Park project manager or traffic engineering representative and let them know the work has been completed.
 - a. Make sure the invoice references the WR#, the description of work showing the appropriate street(s) and our Purchase Order number.
- 13. The Overland Park project manager or traffic engineering representative will:
 - a. Perform a field review to insure that all the work, including restoration (if required), is complete
 - b. Save a hard copy of the letter in the project paper file and a digital copy in the project file on the K: drive as well as a copy of the digital file in:

- K:\Operations\Traffic\Street Lighting\KCP&L Buyout\Invoices from Black & McDonald
- c. Insert the date into the “Field Check” column on the “Invoice Status” tab in the KCP&L Streetlight Buyout Removal Log Google Sheet.
 - d. Insert the date into the “Invoice Date” column on the “Invoice Status” tab in the KCP&L Streetlight Buyout Removal Log Google Sheet.
 - e. Sign and submit the invoice from Black & McDonald to Contract Specialist and indicate the work is complete
14. The Contract Specialist will:
- a. Stamp the original copy of the invoice for approval
 - b. Make one copy of the Invoice and save it in the “KCP&L Streetlight Buyout” paper file
 - c. Send the original invoice to Finance for payment.
15. Finance will:
- a. Return a copy of the original invoice to Black & McDonald with our payment.
 - b. Keep the original copy for their files
16. The project manager will:
- a. Insert the date the letter will be sent to Evergy in the “Date Letter Sent to KCP&L” column on the “Invoice Status” tab in the KCP&L Streetlight Buyout Removal Log Google Sheet. This auto-populates the remaining data in the “Inventory Tab” in regard to the number of lights remaining and the KWH’s remaining that needs to be included in the letter.
 - b. Save a hard copy of the letter in the project paper file and a digital copy in the project file on the K: drive as well as a copy of the digital file in: K:\Operations\Traffic\Street Lighting\KCP&L Buyout\Removal Notice Letters to KCP&L
17. The project manager will write a letter to Evergy (Rebecca Galati) telling them what lights have been removed with instructions for them to remove them from their database prior to the next monthly invoice. Save a hard copy of the letter in the project paper file and a digital copy in the project file on the K: drive as well as a copy of the digital file in: K:\Operations\Traffic\Street Lighting\KCP&L Buyout\Removal Notice Letters to KCP&L. The information they need is as follows:
- a. The project name the removals are associated with, along with the CIP number
 - b. The Work Request Number for each street
 - c. The PK numbers associated with each Work Request Number
 - d. The wattage and type (OW or USE, etc.)
 - e. The date each of the Work Requests were completed
 - f. The KWH removed (which can be found on the “Inventory” tab of the KCP&L Buyout Streetlight Removal Log EXCEL spreadsheet.
 - g. A request to revise the data associated with our account and to adjust the billing amount.
 - h. Copy the following on the letter to Evergy:
City Traffic Engineer
Traffic Engineering Technician, Sr. (Larry Killer)

Project Manager
Manager of Maintenance Operations
Traffic Maintenance Supervisor

18. The Traffic Engineering Technician (Larry Killer) will:
 - a. Delete the streetlights out of the LUCITY database immediately after receiving a copy of the letter to Evergy.
 - b. Track the Evergy monthly billings and verify that the removed lights have been indicated on the monthly billing.
 - c. Insert the date the letter was sent to Evergy in the "Date Letter Sent to KCP&L" column on the "Invoice Status" tab in the KCP&L Streetlight Buyout Removal Log Google Sheet.
 - d. Insert "Complete" in the "Current Status" column in the Streetlight Removal Log Google Sheet
19. The Traffic Engineering Technician (Larry Killer) will:
 - a. On the "KCP&L Graph" tab Insert billed usage (kWh) into column "D"
 - b. Insert Energy Charge into column "E"
 - c. Insert ECA rate into column "F"
 - d. Check that column "J" (Current Charge) matches the final billed amount on the Evergy monthly bill. Columns "D" and "J" are used to populate the KCP&L Monthly Billings and Usage graph.
 - e. On the "Black & McDonald Graph" tab, insert the date in Column A and invoiced amount in Column B for the appropriate year.
20. Traffic Maintenance Supervisor will:
 - a. Write an email to Black & McDonald (Jennifer Mathes) requesting them to revise the billing agreement they have with the City since lights have been removed from our system.
 - b. The email should be copied to:
Manager Operations Manager