

132

<b>GUAM POWER AUTHORITY</b> <b>Standard Operating Procedures</b>	<b>NO. *SOP-132</b> <b>Effective Date:</b> <u>7/20/05</u> <b>Prepared By:</b> <u>Joyce N. Sayama</u> <b>Joyce N. Sayama, Management Analyst</b>
<b>Title: STREETLIGHTS</b> <b>Application &amp; Installation</b> <b>Procedures</b>	<b>Approved By:</b> <u>Joaquin C. Flores</u> <b>Joaquin C. Flores, P.E.</b> <b>General Manager</b>
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I.     PURPOSE

To establish Standard Operating Procedures (SOP) for the application and installation of non-metered streetlight fixtures as established by Guam Power Authority (GPA). These fixtures are classified by GPA to be a Private, Village, Primary, Secondary, Temporary/Due to Death, or Government Streetlight. All streetlights are billed under the Authority's rate schedule H & F.

II.    SCOPE

This SOP is applicable to all streetlights installed by Guam Power Authority.

III.   AUTHORITY

The General Manager of Guam Power Authority along with the Consolidated Commission on Utilities (CCU) shall have governing authority of this SOP. Guam Power Authority's Chief Financial Officer (CFO) or his designee shall be responsible for managing the funds provided to the Authority for streetlight services.

IV.    AGENCY COLLABORATION

The process of identifying, installing and funding public streetlights as defined by this SOP shall be a collaborative effort involving the following agencies: Department of Public Works (DPW), Guam Power Authority (GPA), the Mayor's Council, Department of Administration (DOA), and Bureau of Budget and Management Research (BBMR).

V.     DEFINITION

Streetlight Fixture – GPA's standard streetlight fixture consists of a bracket or boom, a luminaire assembly or "head", a high-pressure sodium (HPS) type bulb, a photoelectric (PE) cell, and associated nuts, bolts, and conductors.

Streetlight Secondary – A span of conductors from one pole to the next that is used to bring electrical power to the streetlight fixture.

Public Streetlight - A primary, secondary or village streetlight facing the roadway or street that serves to provide lighting to the public.

CODES:     *REVISED           #ADDED
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Customer - Any person (partnership, firm, corporation, municipality, cooperative, government agency, etc) who has made application for service and is responsible for payment of the bills resulting from consumption of electric energy at the location identified in the application.

Private Streetlight - A streetlight fixture servicing a non-government customer and is funded entirely by the respective account holder.

Village Streetlight - A public streetlight fixture that services a particular area/roadway in a village as specified by the respective village mayor. These fixtures will be funded by the Streetlight Fund currently administered by DPW through Legislative appropriation.

Primary Streetlight - A public streetlight fixture that serves to provide lighting to a primary roadway as designated by DPW. These fixtures are essentially funded through Federal Highway Funds administered by DPW.

Secondary Streetlight - A public streetlight fixture that serves to provide lighting to a secondary roadway as designated by DPW. These fixtures are essentially funded through Federal Highway Funds administered by DPW.

Temporary Streetlight (Due to Death) - A streetlight that is installed to service a residence for wake and funeral services, the request is limited to two streetlight fixtures. These fixtures can only be attached to an existing GPA pole with an appropriate source of electricity readily available.

Government Streetlight - A streetlight fixture that is installed to provide area lighting for a government facility and does not fall under any of the aforementioned classifications. This type of fixture is billed directly and funded by the requesting government entity (i.e., autonomous agency, line agency or public corporation).

## VI. APPLICATION PROCEDURES

The customer **shall** apply for any new streetlight installation at GPA's Customer Service division to ensure proper charges/credits are applied. The customer must provide a detailed map of the service location.

Any request for new power poles for streetlight installation will be governed by GPA's service rules & regulations pertaining to line extensions.

Private Streetlight Application

The Customer submits GPA's application and agreement for electric service form (Exhibit A) and establishes an account at GPA's Customer Service division. A work order is established and routed to GPA's Engineering division to estimate cost and design. Once completed, Engineering division notifies Credit and Collection section, Customer Service division of any cost estimates for installation. The customer is then notified of the cost for installation and payment if required. Credit and Collection section will inform Engineering division to proceed with processing of the work order once payment has been made.

Temporary (Due to Death) Streetlight Application

The designated family member of the deceased, the respective village mayor or his/her designee makes a request for temporary streetlight service (due to death) directly to GPA's Customer Service division. The request should indicate dates and location for service and provide other acceptable documents (i.e., obituary or death certificate). The Governor's Community Outreach program could also initiate the request on behalf of a family member, with proper notice of the request being conveyed to the respective village mayor.

Village Streetlight Application

Each respective village Mayor makes a request for new streetlight installation to DPW. An approved request for installation of streetlight form (Exhibit B) and an intra department work request form (Exhibit C) must be submitted by the Director of DPW or his/her designee. In addition, GPA's application and agreement for electric service form (Exhibit A) must also be signed by the Director of DPW. A work order is then established by GPA Customer Service division. All documents are routed to GPA's Engineering division to estimate cost and design. Engineering division will notify Credit and Collection section of the cost for installation once completed. DPW will be notified of the estimated cost and design as indicated on the request for installation of streetlight form (Exhibit B) and intra-department work request form (Exhibit C). DPW must certify funds available, duly appropriate and provide payment prior to processing of work order for installation.

Primary or Secondary Streetlight Application

An approved request for installation of streetlight form (Exhibit B) and an intra department work request form (Exhibit C) must be submitted by the Director of DPW or his/her designee. In addition, GPA's application and agreement for electric service form (Exhibit A) must also be signed by the Director of DPW. A work order is then established by GPA Customer Service division. All documents are routed to GPA's Engineering division to estimate cost and design. Once completed, Engineering division notifies Credit and Collection section of cost for installation. DPW will be notified of the estimated cost and design as indicated on the request for installation of streetlight form (Exhibit B) and intra-department work request form (Exhibit C). DPW must certify funds available, duly appropriate and provide payment prior to processing of work order for installation.

Government Streetlight Application

The agency Director or his/her designee submits GPA's application and agreement for electric service form (Exhibit A) and establishes an account at Customer Service division. A work order is created and routed to GPA's Engineering division to estimate cost and design. Once completed, Engineering division notifies Credit and Collection section of the cost estimates for installation. The customer is then notified of the cost for installation and payment requirement. Credit and Collection section will inform Engineering division to proceed with processing of work order once payment has been made.

VII. INSTALLATION PROCEDURES

Upon completion of Engineering processing, all work orders and pertinent documents will be forwarded to T&D division for scheduling and installation of streetlights. T & D division must provide a record of each streetlight installed to Customer Service division and Engineering division.

Village Streetlights

DPW in consultation with the Mayor's Council shall recommend based on funding appropriation the number of streetlight fixtures needed by each village. Locations for installation of streetlights are as follows:

Priority Locations

- bus shelters
- blind curves
- heavy pedestrian village roads
- entrances to main streets
- intersections

**All other locations are subject to funding availability and approval by DPW in collaboration with the Mayor's council.** GPA will install the approved number of streetlight fixtures indicated by DPW and the Mayor's Council for each village. GPA shall be responsible for scheduling work and installing the proper light fixture. GPA shall also be responsible to repair and maintain these streetlights as approved.

Primary and Secondary Streetlights

DPW shall be responsible for determining the locations of these fixtures along Guam's primary and secondary roadways in accordance with Federal Highway Administration standards. Primary roads include all major routes (e.g., route 1, 3 & 4). Secondary roads include (e.g., Y-SengSong road, West O'brien Drive & Roy T. Damian Street). GPA will schedule work and install or repair all primary/ secondary streetlights requested by DPW.

Temporary Streetlights (Due to Death)

Streetlight fixture(s) installed for wake and funeral services will remain in service for a maximum of eighteen (18) days before the Authority has to remove it. GPA will only authorize two (2) streetlights installation. These fixtures can only be attached to an existing GPA pole with an appropriate source of electricity readily available.

VIII. FUNDING RESPONSIBILITYVillage Streetlights

DPW is responsible for payment of services for these types of streetlight fixtures. The provision for village streetlights shall be subject to appropriated funding provided to DPW by the Guam Legislature.

Through Public Law 27-105, the Guam Legislature has set precedence in establishing an appropriation for village streetlights to be administered by DPW. The Guam Legislature appropriates funding annually through use of the streetlight funds for payment to GPA for power consumption of public streetlights.

DPW in consultation with the Mayor's council shall determine the number of village streetlight fixtures to be allotted for each village as available funding permits. GPA is responsible for installing the proper light fixture specified by the respective village mayor. Should more light fixtures be required, DPW shall be responsible for requesting additional funding from the Guam Legislature.

Primary and Secondary Streetlights

DPW is responsible for payment of services for these types of streetlight fixtures through Federal Highway Funds.

Government Streetlights

The agency accountholder is directly responsible for payment to GPA for streetlight services.

Private Streetlights

The private account holder is directly responsible for payment to GPA for streetlight services.

IX. GENERAL REQUIREMENT

After completion of a Village and Primary/Secondary Streetlight installation by T & D division for close out purposes:

- **the work order plan(s)** must be signed by the respective Mayor, DPW Director, Agency Director, or their designee verifying that the work requested was completed. The completed site plan(s) must be forwarded to GPA Engineering division for asset management.
- **the construction work order** must be forwarded to Accounting division for closing of the job order.
- **the work order application** must be forwarded to Customer Service division.

After completion of a temporary/due to death streetlight installation, T & D division must forward all completed work order documents to GPA's Customer Service division and to Accounting section for reporting to the General Manager. T&D division will be responsible for maintaining the streetlight fixtures covered in this SOP.

After completion of a Private and Government streetlight installation, T & D division must forward all completed work order application and design to GPA's Customer Service division; the construction work order and associated documents to Accounting section for closing; and a copy of the design with the completion date noted to Engineering division for asset management.

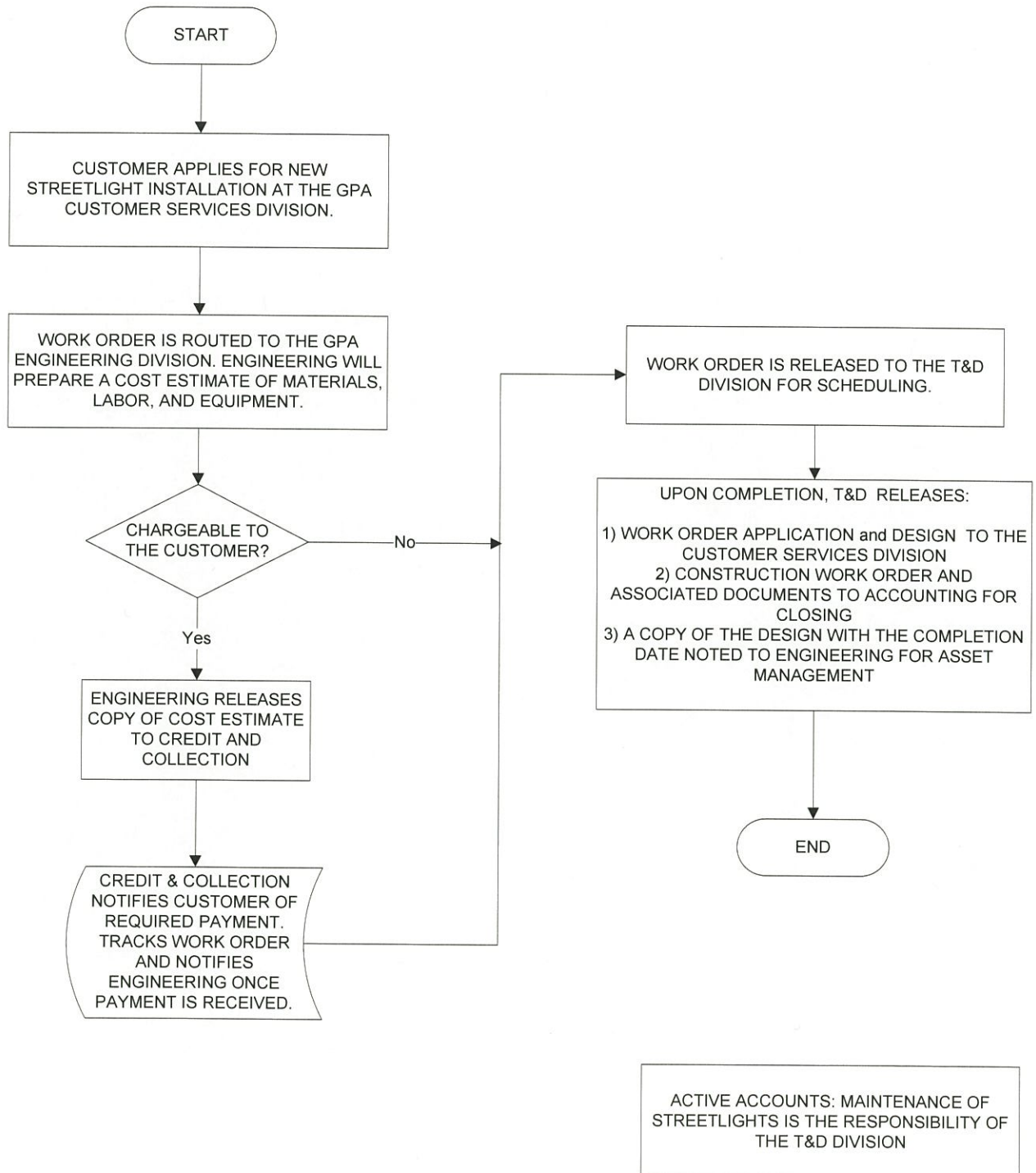
GPA shall only install streetlight fixtures on their poles and approved structures. GPA shall abide by the National Electrical Safety Code (NESC).

The Department of Public Works shall submit their designations of Primary and Secondary Roadways to GPA. Changes to this listing shall also be promptly submitted to GPA.

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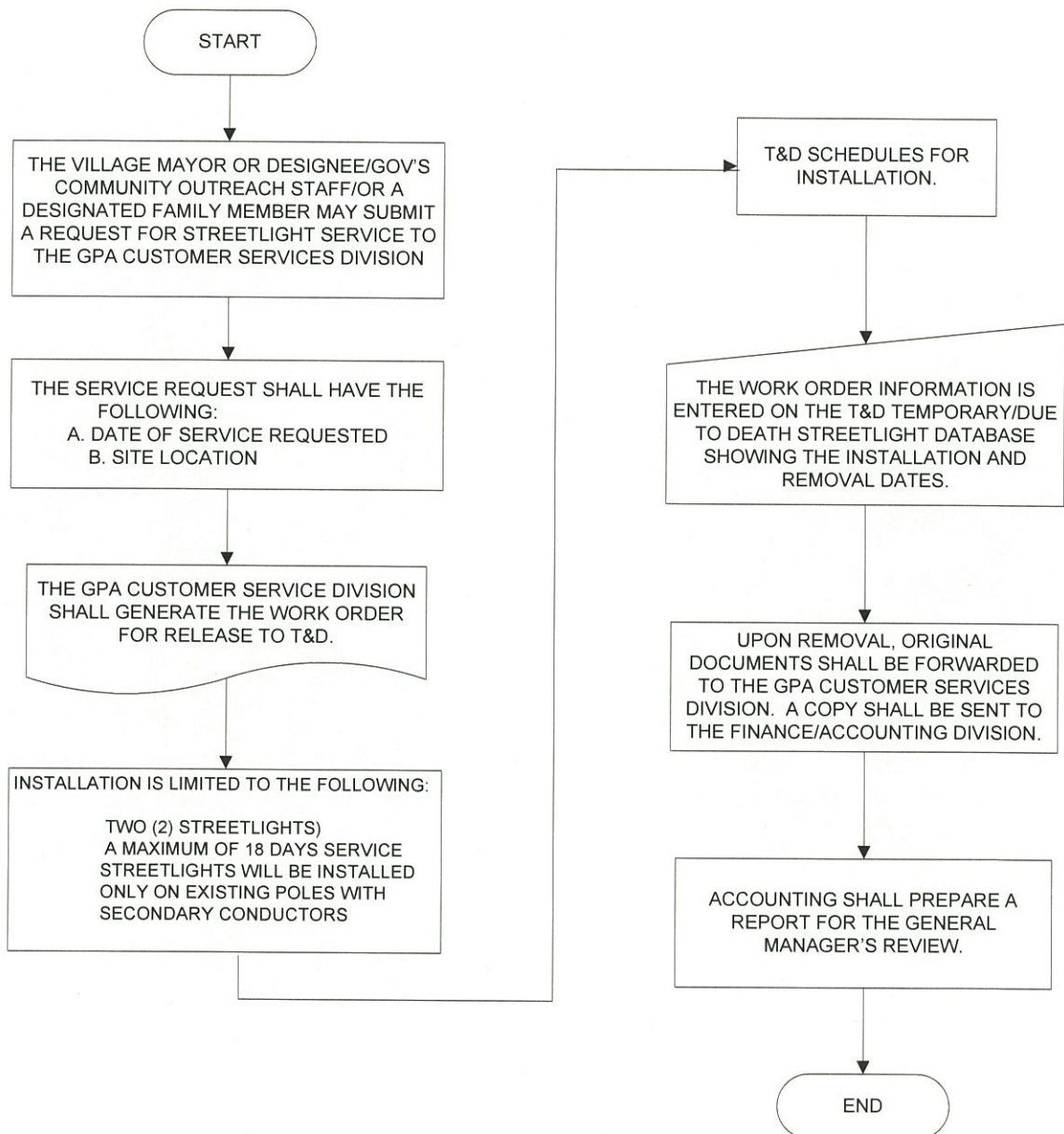
## PRIVATE AND GOVERNMENT STREETLIGHT APPLICATION AND INSTALLATION PROCESS



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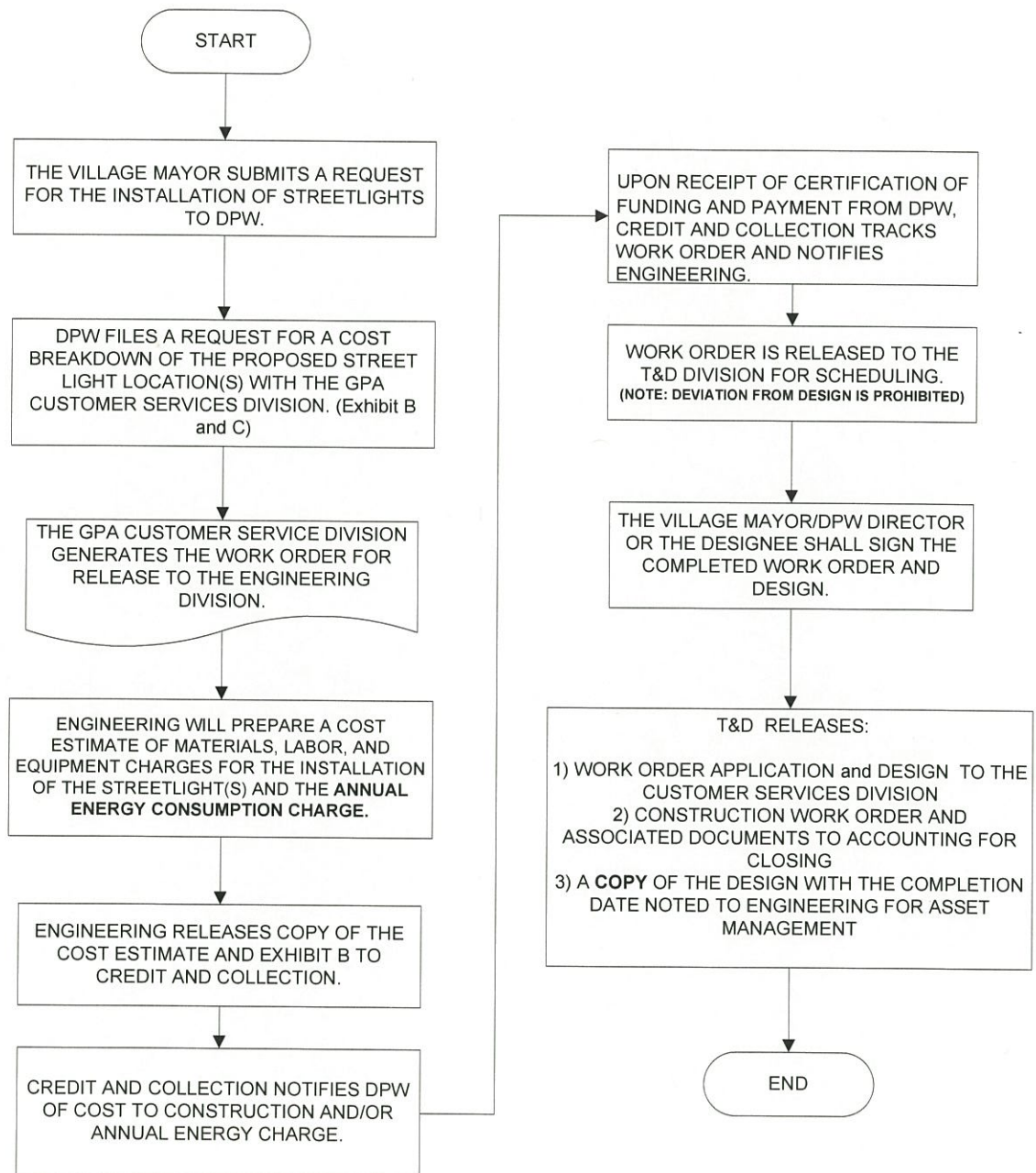


## TEMPORARY (DUE TO DEATH) STREETLIGHT APPLICATION AND INSTALLATION PROCESS





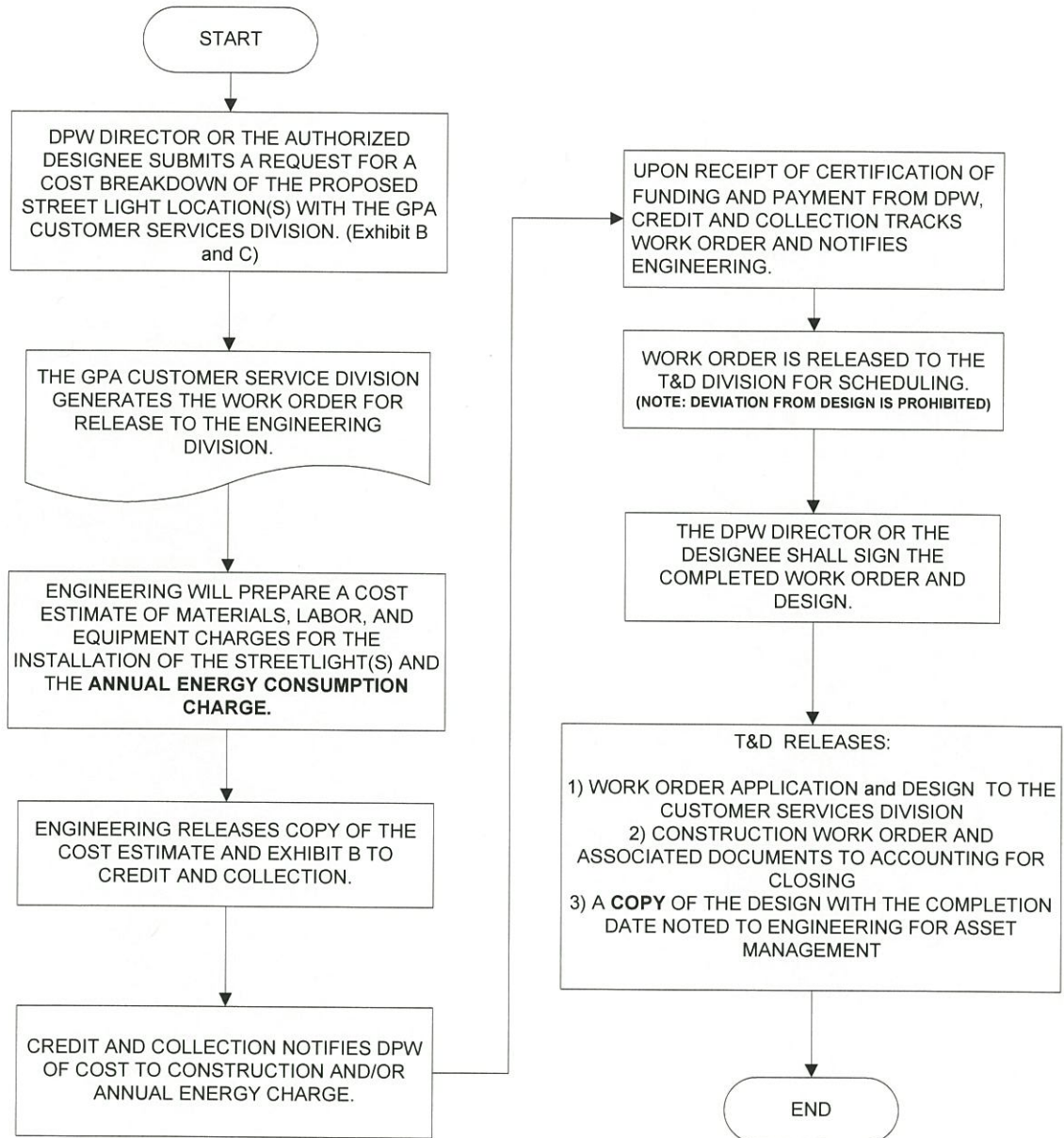
## VILLAGE STREETLIGHT APPLICATION AND INSTALLATION PROCESS



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## PRIMARY AND SECONDARY STREETLIGHT APPLICATION AND INSTALLATION PROCESS



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ACTIVE ACCOUNTS: MAINTENANCE OF STREETLIGHTS IS THE RESPONSIBILITY OF THE T&D DIVISION

Exhibit A



# GUAM POWER AUTHORITY

ATURIDÁT ILEKTRESEDÁT GUAHAN  
P.O.BOX 2977 • AGANA, GUAM U.S.A. 96932-2977

## APPLICATION AND AGREEMENT FOR ELECTRIC SERVICE

On this \_\_\_\_\_ day of \_\_\_\_\_, 2005, the Guam Power Authority, whose address is P.O. Box 2977, Hagatna, Guam, 96932-2977, and \_\_\_\_\_

(Hereafter Referred to as "Customer") whose mailing address is \_\_\_\_\_

by through their duly authorized representatives, entered into this application and agreement for electric service.

The Customer hereby applies for the Guam Power Authority to provide electrical service in accordance with the Guam Power Authority's Service Rules and Regulations, and rate schedules, for the following service location: \_\_\_\_\_.

The Guam Power Authority hereby agrees to provide electrical service to the Customer's aforementioned service location in accordance with the Guam Power Authority's Service Rules and Regulations and Rate Schedules and pursuant to the following conditions:

1. The customer shall permit the Guam Power Authority to read the Customer's electric meter every month. Reading schedule information may be obtained from Customer Service either in person or by telephone.
2. **THE AUTHORITY IS NOT RESPONSIBLE FOR BILL STATEMENTS THE CUSTOMER DOES NOT RECEIVE.** It is the customer's responsibility to obtain a copy of a bill from the Guam Power Authority's Business Office, if the customer does not receive the original bill statement fifteen (15) days after the "Date Billed".
3. Security deposit may be returned for good credit based on timely payment of the first twelve (12) consecutive months of bills and upon request by the account holder. The request may be made in person, by telephone, or in writing to Customer Services.
4. Upon termination of service or cancellation of service prior to the establishment of service of good credit refund, the deposit will be applied to any charges applicable or outstanding on the account. The entire deposit or any excess portion of the deposit will be returned within 30 to 60 days.
5. Request for termination of services must be made two (2) working days prior to the actual requested date by the account holder. The request can be made either in person, or with written authorization by the account holder.
6. Request for change of mailing address may be made in person, or with written authorization by the account holder.

## Exhibit A-1

7. Failure to receive a bill statement does not prevent it from being due and payable, or the service to be suspended for nonpayment.
8. All bill statements are due and payable upon presentation, or fifteen (15) days after the "Date Bill". If bill statement is not paid and appears on the current month's bill as an "Arrears" or unpaid balance, the full amount (i.e. unpaid balance and current balance) is immediately due. Failure to comply may result in immediate electric service disconnection without further notice.
9. If at any time electric service is suspended for non payment or noncompliance of any Guam Power Authority Service Rules and Regulations, and/or rate schedule, a reconnection fee will be required before service is restored.
10. The Customer and/or Co-Applicant hereby applies for electric service at the service location identified above, and agrees to comply with the Guam Power Authority's Service Rules and Regulations, and Rate Schedules now in affect and/or adopted while service is being provided.
11. The Authority's representatives shall have full and free access to the customer's premises at all reasonable times for the purposes of reading meters, inspections and repairs, installations or removal of the Authority's property, or for any other purpose incident to providing service. Any question as to the authority or credentials of the Authority's representatives should be immediately communicated to the Guam Power Authority.
12. All customer motor equipment installations shall have protective apparatus, or inherent construction within the equipment to accomplish protection as specified in the Guam Power Authority's Service Rules and Regulations.
13. The Customer hereby agrees to indemnify and hold harmless the Guam Power Authority and its Directors, Officers, and Employees from any claim, damage, liability, injury, expense, or loss, including defense costs and attorney's fees arising out of the Customer's use of the electrical service the Guam Power Authority provides under this agreement.
14. The Customer hereby agrees to waive any claims it may have against the Guam Power Authority for any loss or damage resulting from the Customer's use of the electrical service the Guam Power Authority provides under this agreement.

The Parties hereby agree to the above stated terms and conditions:

\_\_\_\_\_  
 Authorized Representative (Print/Sign)  
 Guam Power Authority  
 Date: \_\_\_\_\_

\_\_\_\_\_  
 Customer's Signature/ Authorized Representative  
 Date: \_\_\_\_\_  
 SSN: \_\_\_\_\_

\_\_\_\_\_  
 Co-Applicant's Signature/Authorized Representative  
 Date: \_\_\_\_\_  
 SSN: \_\_\_\_\_

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## CUSTOMER SERVICES DIVISION CSR's CHECKLIST

Customer: \_\_\_\_\_ Work/Service Order # \_\_\_\_\_ Customer # \_\_\_\_\_

Type of Transaction	Documents Needed:	Did you remember to:
NI1, NI2, NI3, NI6	<input type="checkbox"/> Copy of Title, Deed, etc. <input type="checkbox"/> Business License (EIN#) <input type="checkbox"/> Copy of Identification (SS#, DL#) <input type="checkbox"/> Sketch to premises <input type="checkbox"/> Customer Information <input type="checkbox"/> Customer Agreement <input type="checkbox"/> Letter of Authorization (Copy of Applicant's and Agent's ID required) <input type="checkbox"/> Inspection Report <input type="checkbox"/> Other: _____	<input type="checkbox"/> Verify and update Customer Profile? (EIN#, SS#, Address Master)  <input type="checkbox"/> Update Service Address?  <input type="checkbox"/> Verify Bill Item Table (F10) ?  <input type="checkbox"/> Assess Applicable Charges?  <input type="checkbox"/> Did customer sign the Work/Service Order?
NI4, NI5, NC1	<input type="checkbox"/> Lease Agreement <input type="checkbox"/> Copy of Title, Deed, etc. <input type="checkbox"/> Business License (EIN#) <input type="checkbox"/> Copy of Identification (SS#, DL#) <input type="checkbox"/> Sketch to premises <input type="checkbox"/> Customer Information <input type="checkbox"/> Customer Agreement <input type="checkbox"/> Letter of Authorization (copy of Applicant's and Agent's ID required) <input type="checkbox"/> Other: _____	<input type="checkbox"/> Notify customer of possible related Job Order charges?  <input type="checkbox"/> Verify if customer has an Inactive Account ? (JDE, 310 System, Utiligy)
TE1, TE2, TE3, TE4, TE5, TE6	<input type="checkbox"/> Sketch to premises <input type="checkbox"/> Letter of Authorization (copy of Applicant's and Agent's ID required) <input type="checkbox"/> Copy of Identification (SS#, DL#) <input type="checkbox"/> Other: _____	
WCO, WCU, INV, MC1 MC3, MFI, RM1, ST1	<input type="checkbox"/> Sketch to premises <input type="checkbox"/> Letter of Authorization (copy of Applicant's and Agent's ID required) <input type="checkbox"/> Inspection Report <input type="checkbox"/> Copy of Identification (SS#, DL#) <input type="checkbox"/> Other: _____	

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

**GPA CUSTOMER SERVICES DIVISION  
CUSTOMER INFORMATION**

Applicant's Name: \_\_\_\_\_ Co-Applicant's Name: \_\_\_\_\_  
Applicant's ID#: \_\_\_\_\_ Co-Applicant's ID#: \_\_\_\_\_  
Home Phone No.: \_\_\_\_\_ Work Phone No.: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Service Address: \_\_\_\_\_

Please Draw A Map To Your Premises

Service Request Date: \_\_\_\_\_ New Service or Previously Supplied (Circle one)  
Purpose for service : Residential : \_\_\_\_\_ Business: \_\_\_\_\_ Government \_\_\_\_\_  
Owner, Tenant, Agent, Other: \_\_\_\_\_ Rate Schedule Desired: \_\_\_\_\_  
New Customer: (Yes or No) Established Credit (Yes or No) Inactive Acct # \_\_\_\_\_  
Application Fee: \_\_\_\_\_ Deposit: \_\_\_\_\_ Same Day Service: \_\_\_\_\_  
Customer Number: \_\_\_\_\_ Service Address: \_\_\_\_\_  
Work/Service Order No.: \_\_\_\_\_ Address Book No: \_\_\_\_\_  
Accepted \_\_\_\_\_ Date: \_\_\_\_\_

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GOVERNMENT OF GUAM  
FINANCIAL MANAGEMENT SYSTEM

DATE: \_\_\_\_\_

REQUEST FOR INSTALLATION OF STREETLIGHTS

\_\_\_\_\_ Primary (Numbered Routes) \_\_\_\_\_ Secondary (Numbered Routes) \_\_\_\_\_ Village

FROM: \_\_\_\_\_

(Requesting Agency)

TO: DIRECTOR, Department of Public Works

Request for installation and verification/inspection/cost breakdown of the proposed streetlights located in the village of \_\_\_\_\_

Attached herewith is the map(s) showing the location(s) of the project.

Date: \_\_\_\_\_

(Name & Signature)

The Department of Public Works' ( ) APPROVE / ( ) DISAPPROVE the above request

The subject location(s) and streetlight(s):

( ) is/is not located on public property

( ) is/is not necessary and adequate to provide public safety.

( ) does/does not comply with P.L. 17-26, Section

DPW - CHIEF ENGINEER

Date: \_\_\_\_\_

(DIRECTOR, Department of Public Works)

Date: \_\_\_\_\_

FROM: DIRECTOR, Department of Public Works

TO: GENERAL MANAGER, Guam Power Authority

Please provide us the following cost estimate for the above street light(s) installation(s)

( ) Installation cost of poles & appurtenances, if any. \$ \_\_\_\_\_

( ) Installation cost of street light(s) & accessories \_\_\_\_\_

( ) Annual Energy consumption charges for streetlight \_\_\_\_\_

TOTAL COST \$ \_\_\_\_\_

Estimated By: \_\_\_\_\_

GENERAL MANAGER  
Guam Power Authority

Date

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**GOVERNMENT OF GUAM  
INTRA-DEPARTMENT WORK REQUEST**

FROM: DEPARTMENT OF PUBLIC WORKS REQUEST NO. \_\_\_\_\_ (9 Digits)  
 TO: GENERAL MANAGER, GUAM POWER AUTHORITY JOB ORDER NO. \_\_\_\_\_ (8 Digits)  
 AMOUNT AUTHORIZED \_\_\_\_\_ OBJECT CLASS \_\_\_\_\_ (3 Digits)  
 DESIRED COMPLETION DATE \_\_\_\_\_ VENDOR NO. \_\_\_\_\_ (9 Digits)

WORK/SOURCE DESCRIPTION: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FUNDS AVAILABLE:

\_\_\_\_\_  
 (NAME AND SIGNATURE) (DATE) DIRECTOR, Department of Public Works  
 CERTIFYING OFFICER DATE: \_\_\_\_\_

**COST BREAKDOWN BY GPA**

OBJECT CLASSIFICATION	AMOUNT
111- Salaries and Wages	
112 – Overtime	
113 – Fringe Benefits	
220 – Travel	
230 – Contractual	
240 – Supplies & Materials	
250 – Equipment	
290 – Miscellaneous	
TOTAL –	

ACCEPTANCE OF AUTHORIZED WORK:

\_\_\_\_\_  
 GENERAL MANAGER, Guam Power Authority

DATE: \_\_\_\_\_