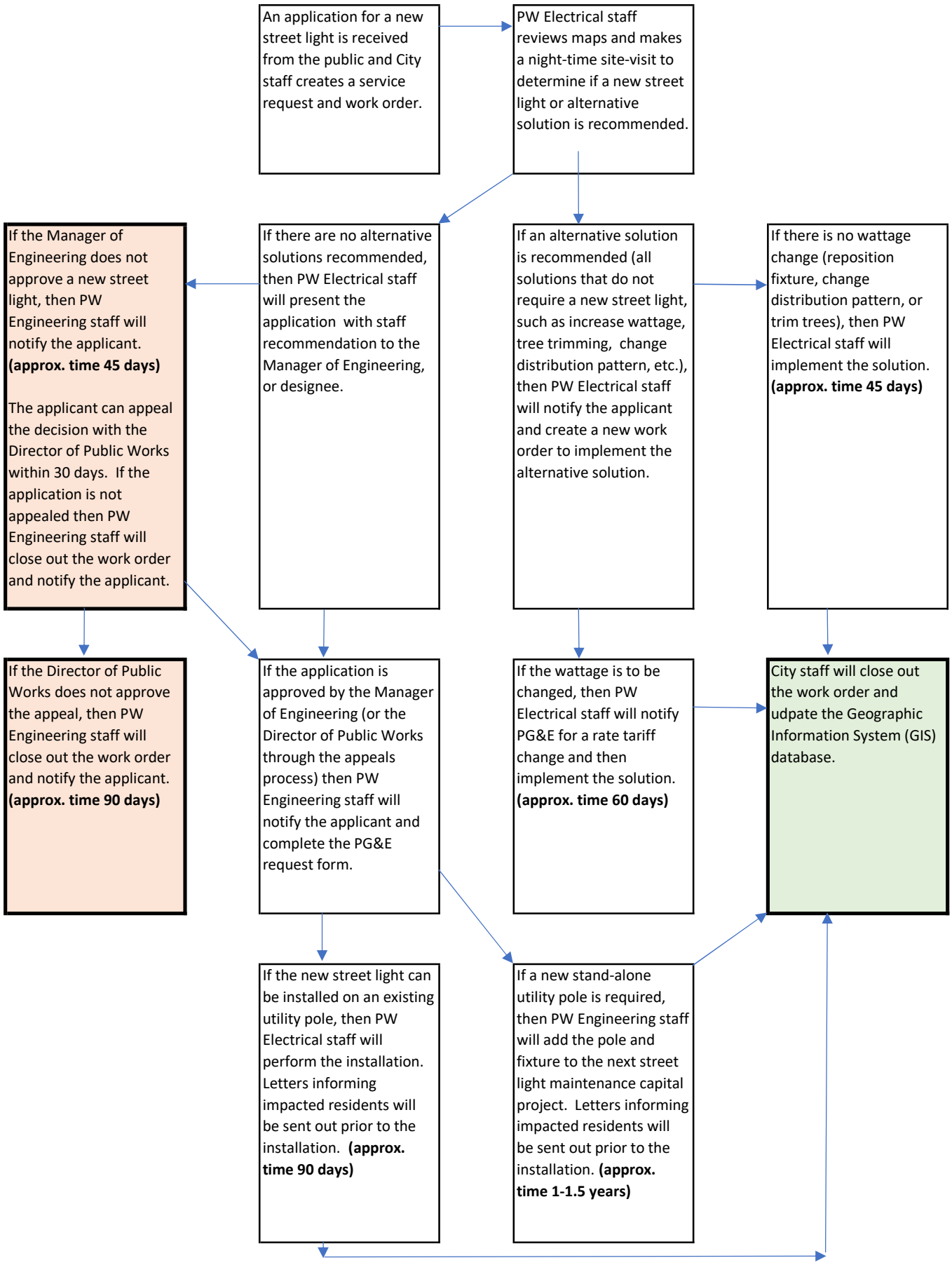
An application for a new street light is received from the public and City staff creates a service request and work order.
PW Electrical staff reviews maps and makes a night-time site-visit to determine if a new street light or alternative solution is recommended.
If the Manager of Engineering does not approve a new street light, then PW Engineering staff will notify the applicant. **(approx. time 45 days)**
The applicant can appeal the decision with the Director of Public Works within 30 days. If the application is not appealed then PW Engineering staff will close out the work order and notify the applicant.
If there are no alternative solutions recommended, then PW Electrical staff will present the application with staff recommendation to the Manager of Engineering, or designee.
If an alternative solution is recommended (all solutions that do not require a new street light, such as increase wattage, tree trimming, change distribution pattern, etc.), then PW Electrical staff will notify the applicant and create a new work order to implement the alternative solution.
If there is no wattage change (reposition fixture, change distribution pattern, or trim trees), then PW Electrical staff will implement the solution. **(approx. time 45 days)**
If the Director of Public Works does not approve the appeal, then PW Engineering staff will close out the work order and notify the applicant. **(approx. time 90 days)**
If the application is approved by the Manager of Engineering (or the Director of Public Works through the appeals process) then PW Engineering staff will notify the applicant and complete the PG&E request form.
If the wattage is to be changed, then PW Electrical staff will notify PG&E for a rate tariff change and then implement the solution. **(approx. time 60 days)**
City staff will close out the work order and udpate the Geographic Information System (GIS) database.
If the new street light can be installed on an existing utility pole, then PW Electrical staff will perform the installation. Letters informing impacted residents will be sent out prior to the installation. **(approx. time 90 days)**
If a new stand-alone utility pole is required, then PW Engineering staff will add the pole and fixture to the next street light maintenance capital project. Letters informing impacted residents will be sent out prior to the installation. **(approx. time 1-1.5 years)**