

AGREEMENT TYPE:	Letter of Understanding
DESCRIPTION:	Closed Circuit Television (CCTV) image sharing between two (2) agencies.
SOURCE:	Wisconsin Department of Transportation (WisDOT)
INTENT OF THE SOURCE AGREEMENT:	A relatively informal agreement to govern the roles and responsibilities of WisDOT and the Village of Menomonee Falls in a video image sharing arrangement.
PARTIES TO THE SOURCE AGREEMENT:	Wisconsin Department of Transportation (WisDOT) and the Village of Menomonee Falls.
CONTACTS:	<p>Village of Menomonee Falls Mr. Dan Schine W156 N8480 Pilgrim Road Menomonee Falls, WI 53051-3140</p> <p>Wisconsin Department of Transportation (WisDOT), District 2. No specific individual identified. 141 N.W. Barstow Street P.O. Box 798 Waukesha, WI 53187-0798 Telephone: (262) 521-5361 waukesha.dtd@dot.state.wi.us</p>
OTHER NOTES:	None
POTENTIAL USES IN THE CENTRAL COAST REGION:	<ul style="list-style-type: none"> • An agreement between Caltrans D-5 and a local agency to share video images. • An agreement between two local agencies to share video images.

**AGREEMENT TEMPLATE AS PRESENTED TO
THE CENTRAL COAST REGION**

(revised based on comments received at June 16, 2006 project stakeholder meeting)

DATE

Mr. P. W. Director
Public Works Director
City of San Luis Obispo
919 Palm Street
San Luis Obispo, CA 93401

RE: **US-101**
Los Osos Valley Rd to Monterey St
City of San Luis Obispo
County of San Luis Obispo
Caltrans Project # XXXXXX
Interagency Video Sharing Agreement

Dear Mr. Director:

The purpose of this letter of understanding (LOU) between THE CALIFORNIA DEPARTMENT OF TRANSPORTATION, DISTRICT 5 (CALTRANS) and THE CITY OF SAN LUIS OBISPO (CITY) is to document and clarify: a) The traffic management system elements that will be constructed within CITY under CALTRANS Project #XXXXXX; b) Who will be responsible for operations and maintenance of the elements; c) Describe in general terms the impacts of proposed cable and equipment to affected property and buildings; and d) describe in general terms the methods for installation of these elements. The proposed elements within the project, will improve and enhance the operation of the transportation system throughout CITY, especially during the rehabilitation of US-101 currently scheduled for ANTICIPATED DATES OF PROJECT; from LOS OSOS VALLEY RD TO MONTEREY ST.

The following is a description of system elements and the operations and maintenance assumptions associated with each.

A. MONITOR FREEWAY TRAFFIC MANAGEMENT SYSTEM (FTMS) VIDEO SHARING

1. Physical Characteristics:

CALTRANS shall provide conduit, fiber optic cabling, end equipment, and other incidentals to provide a continuous link from existing CALTRANS owned fiber optic communications to the site(s) listed below. CALTRANS shall provide and maintain communication end equipment, a control panel, and a video monitor to allow CITY staff to view real-time (MONITOR only) Freeway Traffic Management System closed circuit television images including those proposed as part of this project, and identified in **Table 1**. CITY will be able to select cameras. Control of cameras will be coordinated through telephone communication with CALTRANS' Traffic Operations Center. CALTRANS shall provide maintenance of the conduit, cabling, and end equipment.

CITY will receive and view CALTRANS CCTV video images at its Public Works offices located at 919 Palm Street, San Luis Obispo, CA 93401. CALTRANS shall provide a continuous link

from existing CALTRANS owned fiber optic communications located within CALTRANS right-of-way to 919 Palm Street, San Luis Obispo, CA 93401. This provision includes the installation of **[following is sample descriptive language for infrastructure and equipment to be provided and installed]** *one, non-metallic, 3-inch conduit with a fiber optic drop cable (6 count). Pullboxes shall be installed approximately every 400 feet measured along the conduit to facilitate routine maintenance, potential future fiber splicing, and storage of cable slack. The conduits will be installed by digging an 18-inch wide by 3-foot deep trench and burying conduit in this trench. CALTRANS will restore the disturbed trenched areas by providing and placing sod and water. The conduit will be directionally bored across existing driveways to limit access disturbances. The proposed conduit, cable, and pullboxes will be located ...* All construction on CITY property will proceed only after obtaining any necessary CITY permits.

TABLE 1: CAMERAS AND LOCATIONS FROM WHICH VIDEO IMAGES WILL BE SHARED

CCTV Camera ID #	Location
[insert camera id # or some other unique identifier]	[describe the physical location of the camera(s)]
[insert a camera id # or some other unique identifier]	[describe the physical location of the camera(s)]
[insert a camera id # or some other unique identifier]	[describe the physical location of the camera(s)]

2. Operational Characteristics

CITY will generally utilize video sharing capabilities to verify traffic incident type and scope; determine appropriate level of response and deployment of resources; monitor weather conditions; and enhance interagency coordination. CITY will be able to select cameras. Control of cameras will be coordinated through telephone communication with CALTRANS’ Traffic Operations Center. CALTRANS shall provide maintenance of the conduit, fiber optic cabling, and fiber optic terminations. CITY shall be responsible for maintaining the end equipment located at the CITY Public Works offices (i.e., video monitor, video control panel, video receiver and associated coaxial and control cable).

B. CITY RESPONSIBILITIES

1. CITY shall update utility base maps to illustrate all the above traffic management system elements including cabling and conduit for those locations in CITY.
2. When a request is made to locate CITY owned facilities (e.g., sewer, water, etc.) along the cabling installation route, CITY shall locate CALTRANS owned fiber optic cabling and conduit at no cost to the CALTRANS.

C. OTHER CALTRANS RESPONSIBILITIES

1. CALTRANS shall notify CITY three days in advance prior to conducting routine maintenance on fiber optic cabling installed on CITY right-of-way.
2. Emergency repair of fiber optic cabling will be coordinated on a case by case basis between the Caltrans and city.

D. AMENDMENT OF AGREEMENT

CALTRANS reserves the right to amend this agreement upon mutually agreed upon terms.

E. EXECUTION OF AGREEMENT

The undersigned parties understand the conditions and provisions as part of this letter of understanding and agree in concept to the arrangement.

_____ Date: _____
(sign here)

Printed Name: _____

Title: _____

Representing: CITY

_____ Date: _____
(sign here)

Printed Name: _____

Title: _____

Representing: CALTRANS

**SOURCE AGREEMENT
FROM WHICH THE TEMPLATE AGREEMENT WAS DERIVED**



Wisconsin Department of Transportation

March 6, 2000

Mr. Dan Schine
Village of Menomonee Falls
W156 N8480 Pilgrim Road
Menomonee Falls, WI 53051-3140

TRANSPORTATION DISTRICT 2
141 N.W. Barstow Street
P.O. Box 798
Waukesha, WI 53187-0798

Telephone: (262) 521-5361
FAX: (262) 548-6465
E-mail: waukesha.dtd@dot.state.wi.us

**RE: North Interchange
USH 41/45 and STH 100/145
Milwaukee & Waukesha Counties
WisDOT Project I.D. 1103-07-91
Interagency Video Sharing Agreement**

Dear Mr. Schine:

The purpose of this statement of understanding between the Wisconsin Department of Transportation (the Department) and the Village of Menomonee Falls (the Village) is to document and clarify: 1) the traffic management system elements that will be constructed within the Village under the Department's Project I.D. 1103-07-91; 2) who will be responsible for operations and maintenance of the elements; 3) describe in general terms the impacts of proposed cable and equipment to affected property and buildings; and 4) describe in general terms the methods for installation of these elements. The proposed elements within the project will improve and enhance the operation of the transportation system throughout the Village and eastern Waukesha County, especially during the reconstruction of the North Interchange and the rehabilitation of the Zoo Freeway in Years 2000 and 2001 from the Belton Overpass in Milwaukee County to CTH Q in Waukesha County.

The following table lists the system identification code(s) associated with the Interagency Video Sharing Agreement:

Remote Video Sharing I.D.	Location
RVID-67-008	Village of Menomonee Falls Dispatch Center, W156 N8480 Pilgrim Road

A. MONITOR ADVANCED TRAFFIC MANAGEMENT SYSTEM (ATMS) VIDEO SHARING

1) *Physical Characteristics*

The Department shall provide conduit, fiber optic cabling, end equipment, and other incidentals to provide a continuous link from existing Department owned fiber optic communications to the site(s) listed above. The Department shall provide communication end equipment, a camera control panel, and a video monitor to allow Village staff to view real-time MONITOR ATMS closed circuit television images, including those located along USH 41/45.

The following paragraph describes, in general terms, the construction / installation methods proposed for installing the video sharing equipment:

The Department shall install a continuous link from existing Department owned fiber optic communications to the Village of Menomonee Falls Dispatch Center at W156 N8480 Pilgrim Road. This provision includes the installation of one, non-metallic, 3-inch conduit with a fiber optic drop cable (6 count). Pull boxes shall be installed approximately every 400 feet measured along the conduit to facilitate routine maintenance, potential future fiber splicing, and storage of cable slack. The conduits will be installed by digging an 18-inch wide by 3-foot deep trench and burying conduit in this trench. The Department will restore the disturbed trenched areas by providing and placing sod and water (watering will be provided 10 times for a duration of 10 days). The conduit will be directionally bored across existing driveways to limit access disturbances. The proposed conduit, cable, and pull boxes will be located on east and south side of Pilgrim Road and the Menomonee River Parkway, respectively. Construction of the video sharing communication facilities includes the interception of existing Village conduit approximately 1100-feet south of the intersection of Pilgrim Road and the Menomonee River Parkway. The Department shall install fiber optic cabling in existing Village-owned 1 ¼-inch nonmetallic conduit from the point of interception into the communication equipment room located in the basement of the Menomonee Falls Village Hall (approximately 1350-feet). Department owned equipment (1 fiber termination panel and 1 video receiver) will be installed on an existing Village owned 19-inch rack. Control and video cable will be installed along existing cable ladders and raceways, and under elevated flooring into the Dispatch Center where one (1) video monitor, one (1) video monitor support, and one (1) video control panel will be located. The Village Computer Information Systems Director will oversee and direct all construction affecting the building. All construction on Village property will proceed only after obtaining any necessary construction permits.

2) *Operational Characteristics*

It is envisioned the Village will generally utilize video sharing capabilities to verify traffic incident type and scope; determine appropriate level of response and deployment of resources; monitor weather conditions; and enhance interagency coordination. The Village will be able to select cameras. Control of cameras will be coordinated through telephone communication with the Department's Traffic Operations Center. The Department shall provide maintenance of the conduit, fiber optic cabling, and fiber optic terminations. The Village shall be responsible for maintaining the end equipment located at the dispatch center (i.e., video monitor, video control panel, video receiver and associated coaxial and control cable).

B. OTHER VILLAGE RESPONSIBILITIES

- 1) The Village shall update utility base maps to illustrate all the above traffic management system elements including cabling and conduit for those locations in the Village of Menomonee Falls. Department owned communication facilities shall be shown along Pilgrim Road and the Menomonee River Parkway by the Village on requests for utility information from Contractors and other agencies.
- 2) When a request is made to locate Village owned facilities (e.g., sewer, water, etc.) along the cabling installation route, the Village shall locate the Department owned fiber optic cabling and conduit at no cost to the Department.

C. OTHER DEPARTMENT RESPONSIBILITIES

- 1) The Department shall notify the Village three days in advance prior to conducting routine maintenance on fiber optic cabling installed along Pilgrim Road or the Menomonee River Parkway.
- 2) Emergency repair of fiber optic cabling will be coordinated on a case by case basis between the Department and the Village.

D. AMENDMENT OF AGREEMENT

The Department reserves the right to amend this agreement upon mutually agreed upon terms.

E. EXECUTION OF AGREEMENT

The undersigned parties understand the conditions and provisions as part of this statement of understanding and agree in concept to the arrangement.

_____ Date: _____
(sign here)

Printed Name: _____

Title: _____

Representing: The Village of Menomonee Falls

_____ Date: _____
(sign here)

Printed Name: _____

Title: _____

Representing: The Wisconsin Department of Transportation