

**GENERAL:** The Department of Transportation may enter into agreements with public utilities and municipalities which operate utilities to permit the Department to attach and operate traffic signals and related equipment on utilities' poles. These agreements are referred to as joint-use agreements.

**PROCEDURES:** Currently, the Department of Transportation has joint-use agreements in force with the major utilities operating in North Carolina. These agreements cover existing installations and provide procedures to add additional installations when necessary. When a new or revised installation is designed by the Traffic Engineering Branch, the Division Traffic Engineer will make a field inspection. If the field inspection indicates that utility adjustments are required, the Division Engineer will arrange for an on-site conference with the utility to discuss the adjustments.

The joint-use agreements currently in force provide that if it becomes necessary for a utility to modify its facilities to accommodate installation of Department equipment on the utility's poles then the utility will be reimbursed for that cost. However, if a utility adjustment is necessary to accommodate installation of equipment that will not be on the utility's poles and the utility does not have a valid right of way the utility will not be reimbursed for the cost of the modification. The Division Engineer is responsible to determine if the Department should pay the cost of modifications. If the Department should reimburse the utility then the Division Engineer should request an estimate from the utility covering the non-betterment cost of modification. The Division Engineer is to review the utility's estimate. If the estimate is satisfactory and reasonable the Division Engineer will authorize the utility in writing to proceed with the changes.

When the utility completes the work and submits their invoice, the Division Traffic Engineer is responsible to review the invoice and to make an on-site inspection of the work. If the invoice and work are satisfactory, then the Division Traffic Engineer will recommend to the Division Engineer that the invoice be paid.

The Division Engineer's Office will then enter the invoice into SAP for payment. Along with the cost distribution, the vendor and invoice information should be entered. Once the document number is posted the invoice should be scanned to the document number created. If the invoice does not have a description of the work performed, a description should be added and scanned with the invoice. Once the document number has been created and posted, the fiscal section will follow normal processing procedures in approving it for payment.

Please note that some of the joint-use agreements currently in effect provide that invoices submitted for work "are due upon presentation and are payable within ten (10) days from the date of bill".

Although the department has agreements with most utilities, the Traffic Engineering Branch has the responsibility for arranging new agreements when one becomes necessary. The Branch will have a suitable agreement prepared, then executed by the utility and the State Highway Administrator. Copies of the executed agreement will be distributed to (1) the Traffic Engineering Branch, (2) the Fiscal Section, (3) the utility, and (4) the affected Division Traffic Engineer(s).