

## Standard Practice for DeIDOT Special Events Billing

The Delaware Department of Transportation (DeIDOT) standard practice regarding billing for special events is to seek complete reimbursement for providing and placing temporary traffic control (TTC) devices, as well as the time and labor costs associated with providing these services. DeIDOT also seeks reimbursement for all field staff who provide on-site traffic management services for planned Special Events. These services include, but are not limited to: DeIDOT field staff act as flaggers to get motorists and other road users safely through, or around, an event's TTC. DeIDOT staff will coordinate with on scene law enforcement and fire police assets in order to ensure the safe movement of motorists, and event participants, through the affected area. DeIDOT field staff monitor how events unfold, and how traffic responds to the TTC setup. When warranted, DeIDOT staff make real-time adjustments to the temporary traffic control plan to provide for better movement through, and around, the event. DeIDOT field staff work with the Transportation Management Center (TMC) to have TMC staff adjust signal timings near the affected area. TMC staff change Portable Changeable Message Sign (PCMS) displays to effectively react to changing traffic conditions, and to help keep the public informed. This standard practice is consistent with state code (17 Del.C. §141; 29 Del.C. §8404(8)) and FINAL ORDER 2403 Special Events Policies and Procedures—Traffic Management.

### **LABOR**

To encourage event organizers' participation and collaboration with DeIDOT, we do not charge for pre-event planning efforts. That interaction is important for the safety of the traveling public, both for those attending the event and for those trying to navigate their way around it. While this work may provide a service beyond our normal assigned duties, the benefit to the traveling public in general justifies the expenditure of time and resources. Ignoring or failing to develop a temporary traffic control plan in advance of a special event impacting the State's roadway network would be unacceptable.

Labor for equipment deployment and setting up traffic control is estimated at \$40.00 per hour. Staff time related to working on the event by Transportation Management Center (TMC) staff within the TMC is generally not charged to the event organizer. The exception would be if the event is of such a size that additional TMC staff are required to work during the event, compared to normal TMC operations. Labor costs are billed based on the **actual** salary, plus other employee compensation (OEC), of the individuals working the event. OEC incorporates employee costs such as state paid benefits, and amounts to approximately an additional 25% of the employee's salary. Under most conditions, actual labor costs come in below the estimate provided to the organizer.

Deployment of assets can occur both on regular time or overtime, depending on operational needs and efficiency. It is DeIDOT's policy to track, and charge for, all time spent actively deploying equipment and/or for field staff actively working a special event. This is done without regard to whether or not the work occurs on regular time or overtime. DeIDOT's position is that we are providing a specific service to an organization that takes employees away from their regularly assigned duties. As such, this time is to be reimbursed by the event organizer.

Note that if police are required to assist with the temporary traffic control plans, the event organizer is responsible for arranging this directly with the applicable police agency.

## **EQUIPMENT**

The costs for cones, signs, barricades, portable changeable message boards, and all other temporary traffic control devices, are pulled from *Equipment Watch*. *Equipment Watch* is a publication that is essentially the *Kelley Blue Book* for construction equipment and temporary traffic control devices. The prices found in *Equipment Watch* are based on a national cost average and in fact are used nationwide as a means to provide consistency when billing for equipment and temporary traffic control devices.

Note that for both the actual cost of equipment, as well as the associated labor costs of deploying and retrieving equipment, the event organizer has the option of either using DeIDOT forces and equipment (with associated costs as described above), or the event organizer could separately hire a company that specializes in providing temporary traffic control devices.

## **PROCESS**

Budgeting and cost estimating for DeIDOT services will be discussed with event organizers at first contact and refined through the pre-event planning stage so that even organizers understand the financial obligations for TTC. At the request of the event organizer, and once a temporary traffic control plan (TTCP) is developed and approved, the billing process is initiated with an official estimate and concurrence letter that is sent to the event organizer from the Traffic Safety Section.

The event organizer is required to sign and return the concurrence letter to the Traffic Safety Section. The signed concurrence letter indicates that the event organizer agrees to the cost estimate, and agrees to pay all costs associated with the services that DeIDOT will be providing. DeIDOT will not provide any services, or release any assets, without a signed concurrence letter on file.

Once Traffic Safety receives the signed concurrence letter the event is placed on the Special Events calendar and the assets are scheduled for deployment.

At the completion of each event, and after the payroll cycle that included the event is complete, reports are pulled from DeIDOT's payroll system to obtain the actual labor costs for the person(s) that worked the event. Labor cost is added to the equipment cost and a final invoice is generated. Prior to the invoice being sent to the event organizer, members of Traffic Safety review the invoice for accuracy, and note from which DeIDOT district/section equipment came from. Once payment is made, the funds recovered for the equipment used are directed back to the respective district/section from whence they came.