

<b>FROM</b>	NAME & TITLE	Frank Murphy, Acting Director	CITY of <b>BALTIMORE</b> <b>MEMO</b>	
	AGENCY NAME & ADDRESS	Department of Transportation 417 E. Fayette Street, 5 <sup>TH</sup> FL		
	SUBJECT	<b>FEE SCHEDULE AND POLICY FOR TRAFFIC SEQUENCE REPORT FEE</b>		

DATE: January 16, 2013

**TO** The Honorable President and Members  
of the Board of Estimates  
Room 204, City Hall

Dear Mr. President and Members:

**ACTION REQUESTED OF THE BOARD OF ESTIMATES:**

Your Honorable Board is requested to adopt the fee schedule and policy outlined herein for providing Traffic Sequence Reports by the Baltimore City Department of Transportation Traffic Division.

**AMOUNT OF MONEY AND SOURCE OF FUNDS:**

1001-000000-0000-505400-403830

**BACKGROUND/ EXPLANATION:**

Each year the Department processes a significant number of requests for Traffic Sequence Reports involving interpreting raw traffic data and preparing technical detailed reports. The lengthy preparation of the Traffic Sequence Report includes deciphering and translating raw traffic data in lay terms which is often used in court procedures. Preparation of the report involves performing research, conducting a field investigation at the signal controller, and drafting a letter describing the operations. This generally takes about 3 hours. The fee compensates our engineers for their time deciphering and translating the raw data, producing a Traffic Sequence Report, a map and appearances in court.

The Department of Transportation's Scheduling Fee for Traffic Signal Sequence Requests, Red Light Camera Photos, Traffic Counts, Signage, and Court Appearances, etc., is as follows:

- \$70.00 per request per intersection
- \$35.00 "RUSH" fee for all requests needed in less than 10 days.
- \$35.00 per hour, minimum 4 hours, for court appearances
- \$10.00 per map

FEB - 1 P 12:07

**CANCELLATION POLICY**

If the applicant notifies the Department of Transportation of the cancellation of the report at least 48 hours in advance, there will be no administrative charge.

**DISTRIBUTION OF FEES**

In general, the entire fee of \$70.00 per report shall be deposited into the above account of the Department of Transportation. All administrative fees charged pursuant to the cancellation policy will be credited to the account of the Department of Transportation.

**Fee Traffic Sequence Report**

**January 16, 2013**

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**EFFECTIVE DATE**

Upon adoption by the Board of Estimates, the Department of Transportation will publish this fee schedule on its website and in other places as appropriate. This fee schedule will apply to all applications submitted on or after February 1, 2013, ten days after Board of Estimates approval or whichever is first.

**REQUEST FOR REPORT**

All requests should be forwarded to the address below and include the location, date and time, and accident investigation report.

Attention: Zelda Summerville  
Baltimore City Department of Transportation  
Administration Division  
417 East Fayette Street, 5<sup>th</sup> Floor  
Baltimore, Maryland 21202

**MBE/WBE PARTICIPATION: N/A**

APPROVED BY BOARD OF ESTIMATES: APPROVED:

*James W. Jayko*

CLERK

DATE

KZ/LDG

JAN 30 2013

*Frank Murphy*

FRANK MURPHY, ACTING, DIRECTOR  
DEPARTMENT OF TRANSPORTATION

Cc: James Harkness  
Laetitia Griffin  
File