

## Memorandum

**To:** Roger Figard, City Engineer  
**From:** Randy Hoskins, City Traffic Engineer  
**Date:** December 1, 2003  
**Subject:** Dynamic message signs

After discussing the use of dynamic message signs on projects, the following will be our policy for their use:

The City's dynamic message signs will be used for advance warning/notification of projects. Since this usage will be prior to the actual start of construction, this is considered not a part of the actual project. Once the actual project construction starts, any message sign needs from that point on would be the responsibility of the contractor. This reduces the demands on staff and limited City resources while providing the local traffic control contractors a more stable use of the signs in which they have invested.

It is recommended that a bid item be included on projects for dynamic message signs. This would provide the fairest method for determining payment for the boards. Since the message signs may have varying amounts of usage on different projects, this will protect both the City and the contractor.

At the present time, I only know of four privately owned message boards in town. This will likely be problematic during the construction season, though I imagine the situation will work itself out within a year or so. Until more boards are acquired by private contractors, Traffic Operations will continue to work with project managers when no other options are available.