



Meeting: Village Board
Meeting Date: 02/13/12
Agenda Item: 7i

Mission Statement
Delivering quality services in a courteous,
cost-effective and efficient manner.

VILLAGE BOARD MEETING STAFF REPORT

REPORT TO: Burt R. McIntyre, President
Village Board of Trustees

REPORT FROM: Geoffrey S. Farr, PE, Director of Public Works

AGENDA ITEM: Review and take action on a policy for traffic sign maintenance

POLICY ISSUE

Should the Village Board approve a policy on traffic sign maintenance?

BACKGROUND INFORMATION

The Village was required to adopt a traffic sign maintenance policy by January 2012. This is required by the 1993 Federal DOT Appropriations Act and revisions to the Manual on Uniform Traffic Control Devices (MUTCD) that is approved by the FHWA. The WDOT adopts the MUTCD by Statute and publishes a supplement that serves as the standard for the State of Wisconsin and all of its political subdivisions.

Traffic Signage Compliance Dates for:

- Sign reflectivity
 - Replace signs when existing sign reflectivity becomes non-compliant.
 - The Village will continue to utilize 3M - Diamond Grade DG3 reflective sheeting material.
- Street name sign standardization
 - Replace all street name signs with non-compliant letter heights by January 2012 (This is the correct date).
 - May only use blue, brown, white or green background colors
 - Must use upper and lower case letters
 - 6" and 4 ½" respectively for roads 40 mph or lower
 - 8" and 6" respectively for roads 45 mph or greater
 - Must also meet sign reflectivity requirements

Implementation Plan:

In 2011 Village Staff created a sign inventory database that will be utilized for sign management through the blanket replacement practice to meet federal sign reflectivity standards. Expected sign life, currently estimated to be 13 years, will be determined through a combination of reviewing of signs that are at the sheeting warranty life supplemented by Village-wide nighttime sign surveys that will be conducted periodically to monitor for sign replacement needs. This process will also detect signs that need replacement due to vandalism or other premature sign degradation.

- Regulatory and warning traffic signs
 - The Village has approximately 1,750 regulatory and warning traffic signs that cost around \$45 each to replace without labor. The Village should plan to replace

approximately 150 signs per year on an on-going basis and budget \$7,000 per year for the sign material.

- Begin sign replacements using a combination approach utilizing blanket replacement zones, supplemented by Village-wide night time visual inspections to detect vandalism or other premature sign degradation.
- Street Name Signs
 - The Village has approximately 961 street name signs that cost around \$105 each to replace without labor. Approximately 250 signs are currently compliant. The Village should plan to replace approximately 75 signs per year on an ongoing basis and budget \$10,000 per year for the sign material. At that rate it will be approximately 10 years before we become compliant.
 - First replace all non-complaint small letter height street name signs.
 - After all non-compliant signs have been replaced begin sign replacements via a combination approach utilizing blanket replacement zones supplemented by Village-wide night time visual inspections to detect vandalism or premature sign degradation.

PRIOR ACTION/REVIEW

None

FISCAL IMPACT:

- | | |
|------------------------------|---|
| 1. Is There A Fiscal Impact? | <u>Yes</u> |
| 2. Is it Currently Budgeted? | <u>Yes</u> |
| 3. If Budgeted, Which Line? | <u>Street Capital</u>
<u>and Street Operations</u> |
| 4. Amount? | <u>\$17,000 annually</u> |

RECOMMENDED ACTION

Village staff recommends that the Village Board approve the attached policy.

If the Village Board agrees with this action, the following motion could be used, ***“Motion to approve the policy on traffic sign maintenance.”***

POLICY ALTERNATIVE(S)

The Village Board could take the following actions:

- Approve the policy
- Approve the policy with modifications
- Deny the policy and decide how to proceed
- Table the policy and request additional information

ATTACHED INFORMATION

- I. Traffic Sign Policy
- II. Traffic sign locations and replacement zones

COPIES FORWARDED TO:

- I. None



Village of Howard Sign Maintenance Policies and Procedures

Overview

The Village of Howard is responsible for the placement of traffic control devices to aid in safe movement of the traveling public. The traffic control devices shall be placed in accordance with the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) and supplemented by the State of Wisconsin and this policy.

Purpose

The purpose of the Traffic Operations Policies and Procedures is to establish and maintain uniform definitions and practices concerning sign maintenance and operations on Village of Howard roadways and streets. The Village will provide such control in a safe and cost-effective manner balancing the needs of safety for highway users and Village personnel, budget, social, environmental and regulatory concerns.

I. Procedure

Village Staff will make decisions concerning scheduling the procedures to be followed for maintenance needs and detailed condition inspections. Scheduling and the procedures to be followed will be based upon consideration of the following factors: significance of the traffic device to driver safety, condition and effectiveness of the device, standards compliance, and whether damage or condition creates an immediate safety hazard.

Village Staff must assess the conditions of the traffic control device and rely on judgment and experience to determine the appropriate action to correct or maintain the device. Factors that may delay completion of sign maintenance include other repair needs, utility locates needs, fabrication or ordering of necessary material, weather conditions including severe cold or significant winds, limited visibility, and other staff and field condition issues.

II. General Practices: Subject to factors set forth below, the Village will maintain traffic control signs, traffic signals and pavement markings to ensure a safe and efficient operation.

Sign Maintenance

A. **Sign Installation:** Signs will be installed to meet federal standards set forth in the most recent MUTCD, and any Wisconsin supplement in accordance to Village of Howard guidelines and practices. Several revisions were made to the MUTCD that require that all signs meet minimum Retro-Reflectivity standards and that street name signs are standardized.

B. Implementation Plan:

A sign inventory database that will be utilized for sign management through the blanket replacement practice to meet federal sign reflectivity standards. Expected sign life, currently estimated to be 13 years, will be determined through a combination of reviewing of signs that are at the sheeting warranty life supplemented by Village-wide

nighttime sign surveys that will be conducted periodically to monitor for sign replacement needs. This process will also detect signs that need replacement due to vandalism or other premature sign degradation.

- Regulatory and warning traffic signs
 - Replace signs when existing sign reflectivity becomes non-compliant.
 - Begin sign replacements using a combination approach utilizing blanket replacement zones, supplemented by Village-wide nighttime visual inspections to detect vandalism or other premature sign degradation.
- Street Name Signs
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- C. The sign sheeting material listed below will be utilized and will be replaced at regular intervals as follows:

<u>MATERIAL GRADE</u>	<u>FROM INSTALLATION</u>
3M Diamond Grade DG3	13 years

- D. Sign Maintenance Responsibility: Maintain Village signs and street identification signs on all roadways and streets, with the exception of:
1. All signing on approaches to Village roadways and streets that are not installed or maintained by the Village, other than street name signs and stop signs intersecting the Village roadways and streets which are maintained by the Village.
 2. Stop signs at Wisconsin Department of Transportation or Brown County controlled intersections and highway ramps;
 3. Specific signs installed by others (WDOT, etc) permitted to place signs on Village streets and Roadways.
- E. Response to Incident Report for sign Repair Needs: Sign maintenance staff, after receiving notice of a repair need, will determine appropriate action with the following priorities:
1. Stop sign: As soon as practical, a temporary stop sign will be placed if a permanent sign cannot be installed within one business day.
 2. Other regulatory signs: no later than three business days.
 3. Warning signs: within one scheduled business day.
 4. Informational/guidance signs: within two scheduled workweeks.
- F. Visual Sign Inspection: Traffic staff will perform a night time survey as follows:
1. Acceptable retro reflectivity will be determined by the technicians conducting the night time inspection.
 2. Staff will be given direction as training by the supervisor or take a night time sign inspection course if available in the area for conducting the study appropriately. The night of the inspection, staff will view each sign type mounted at the standard

sign height (regulatory black/white, stop sign, warning sign and guidance sign) that is at or above minimum criteria from the standard Village pick-up truck with low-beams to mimic field conditions as much as practical.

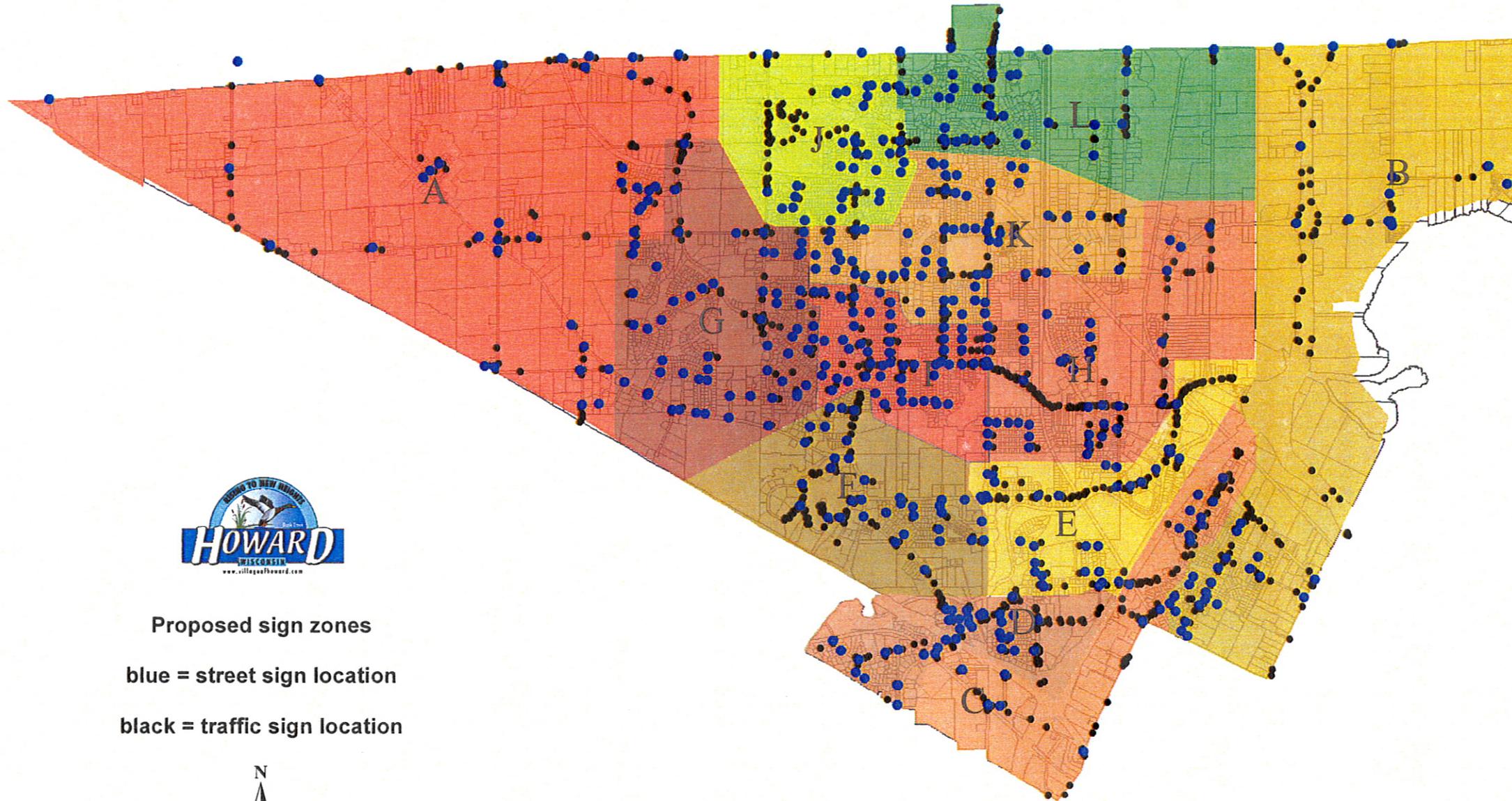
3. Written documentation of the location, sign type, size and reason for sign replacement will be recorded for each sign that is not in acceptable condition and needs replacement.
4. Sign replacement will occur as follows:
 - a. Stop signs – within Five working days
 - b. All other signs – by segment with the entire replacement program for signs identified through the survey being replaced within four months of completion of the review.

G. Miscellaneous Sign Practices:

1. Village staff is not directly on-call after normal working hours. After hours phone numbers for traffic operation sign staff is provided to the Communications Center (911 response) through the Brown County Sheriff's Department so staff can be contacted in case of an emergency. Street maintenance personnel are available after normal working hours and can respond to emergency situations if needed.
2. Training is provided to ensure traffic staff can perform sign maintenance duties in an efficient, effective and responsive manner. Such training shall consist of, at a minimum, appropriate signing and traffic control seminars (when available and funds are available in the Village training budget), appropriate available training videos or website trainings, and yearly training by supervisors.
3. Unauthorized signs will be removed from right of way consistent with the Village Code.
4. Sign staff may park a sign maintenance vehicle against traffic flow in order to perform necessary emergency and routine maintenance duties.
5. Sign staff may drive or park maintenance vehicles on the center medians, terraces or boulevards in order to perform necessary emergency and routine maintenance duties.

H. Policy Maintenance

1. The Public Works Director shall amend this policy as needed to properly manage sign replacement in accordance with State and Federal requirements and as funding allows.



Proposed sign zones

blue = street sign location

black = traffic sign location

