

# TRAFFIC CONTROL DEVICE MANAGEMENT

## Policy 5.13

### 1) INTRODUCTION

- a) In accordance with both the Federal and State Manuals of Uniform Traffic Control Devices (MUTCD) traffic control devices are defined as all signs, signal, markings and other devices used to regulate, warn, or guide traffic. Minnesota Statute empowers the Commissioner of Transportation and local road authorities to place and maintain traffic control devices within their specific jurisdictions.
- b) The purpose of traffic control devices is to promote safety on Lakeville's streets and roadways as well as promote the orderly and efficient movement of all users, motorized, non-motorized, and pedestrian, throughout Lakeville's transportation system.
- c) The City of Lakeville uses the Minnesota MUTCD (MN MUTCD) as its standard for the placement, management, maintenance, assessment, and repair of traffic control devices throughout the City. This policy defines how the City of Lakeville provides required management and maintenance for traffic control signs, signals and markings.

### 2) PURPOSE

- a) This policy establishes how the City of Lakeville manages, maintains, and assesses traffic control devices within its jurisdiction to comply with the requirements of the MN MUTCD. The goal is to continuously improve safety on the City's streets and roads.

### 3) OBJECTIVE

- a) The City of Lakeville will provide for the management, maintenance, and assessment of traffic control devices in a safe and cost-effective manner, balancing the needs of safety for road users and pedestrians. It is in the City's best interest to have and use established management, maintenance, and assessment procedures to maintain a safe transportation infrastructure for all users. Because of variables in weather, traffic issues, changing driving demographics, road design, standards and other factors, these procedures must remain flexible. The City may use City employees or other entities under contract to provide this service.

### 4) PROCEDURES

- a) Under the direction of the Public Works Director, the Streets Superintendent and Streets Supervisor will make decisions concerning the scheduling of tasks and the procedures to be followed for daily management of traffic control devices. Scheduling and procedures to be followed will be based upon consideration of the following factors.
  - i) Significance of the traffic control device to driver safety,
  - ii) The condition and effectiveness of the device,
  - iii) Compliance with the MN MUTCD, and
  - iv) The seriousness of the safety hazard posed by the damage to, or condition of, the traffic control device.
- b) In every instance the onsite maintenance employee or sign maintenance technician must assess the conditions of the traffic control device and rely on judgment and experience to determine and correct problems with, or maintain the device.

## **5) SIGN MAINTENANCE**

### **a) Maintenance of Signs**

- i) **Sign Installation:** Signs will be installed and maintained to meet federal and state standards set forth in the most recent MN MUTCD and in accordance with City of Lakeville specifications, standard installation plates, and practices.
- ii) **Sign Maintenance:** Sign maintenance practices will be established to meet all MN MUTCD requirements and ensure appropriate signing for the traveling public. An inventory of signs throughout the City will be maintained as an aid in determining both the functional need and physical requirements for signage.
- iii) **Sign Retroreflectivity:** Retroreflectivity is a property of a surface that allows a large portion of the light coming from a point source to be returned directly back to its origin. Signs will be periodically assessed for retroreflectivity. Signs not meeting required standards will be replaced on a prioritized basis.

## **6) Expected Sign Life**

- a) Expected sign life is a function of manufacturers estimated durability of the sheeting on the face of the sign. A variety of factors such as weather and vandalism can reduce the expected sign life by degrading the sheeting. Processes and practices will be established using a combination of expected sheeting durability and assessments in the field by City staff or contractors. To maintain their effectiveness, signs must be replaced before the end of their expected life.

## **7) Sign Maintenance Responsibility**

- a) The Streets Division shall maintain regulatory, warning, informational and guidance, and street identification signs on all City roadways with the exception of:
  - i) Signage on approaches to county highways that are not installed or maintained by the City. Street identification signs and stop signs at intersection with Dakota County highways are maintained by Dakota County.
  - ii) Stop signs at Minnesota Department of Transportation (MNDOT) controlled intersections and highway ramps with state/county highways.
  - iii) Specific signs installed by others (MNDOT, transit agencies, and private signs) as agreed upon by the City of Lakeville.
  - iv) Signs along county and state highways within either the county or MNDOT right-of-way, unless agreement with MNDOT or Dakota County stipulates a city responsibility for maintenance of signing.
  - v) Bike path and other pedestrian-controlled signs not pertaining to vehicle traffic installed by government entities other than the City.
  - vi) Signs on approaches to City streets installed by private business and/or property owners.
- b) Streets Division staff will respond after receiving notice of a repair need to determine appropriate action with the following priorities:
  - i) **Stop Signs:** as soon as practical. A temporary stop sign will be placed if required.
  - ii) **Other regulatory signs:** no later than five business days.
  - iii) **Warning Signs:** no later than five business days.
  - iv) **Informational and guidance signs:** as soon as scheduling/delivery permits.

## **8) Miscellaneous Sign Practices**

- a) Streets Division staff is not directly on-call after normal working hours. After hour's phone numbers for maintenance managers are available to Public Safety Dispatchers so staff can be contacted in case of an emergency.
- b) Unauthorized signs as defined by City code will be removed from the City's right-of-way.
- c) Streets Division staff may park maintenance vehicles against the flow of traffic in order to perform necessary emergency and routine maintenance duties.
- d) Streets Division staff may drive or park maintenance vehicles on the center medians or boulevards in order to perform necessary emergency and routine maintenance duties.

## **9) TRAFFIC SIGNALS**

- a) Streets Division staff will respond to reports of signal damage or malfunctions as soon as possible after notification.
- b) Streets Division staff will perform periodic signal maintenance inspections to:
  - i) Test pedestrian push buttons and indicators for proper operation.
  - ii) Document general signal condition (pole, base, devices) and make recommendations to Supervisors for maintenance needed.
- c) For signal adjustments and repairs, the Streets Division:
  - i) Uses contracted technicians, and
  - ii) Will not supply temporary stop signs for signals that are temporarily out of service as a typical service request response. (County and State requests included.)

## **10) TRAFFIC MARKINGS (Pavement Striping and Symbols)**

- a) Each spring the Streets Superintendent shall review the conditions of City pavement markings.
- b) All traffic markings needing refreshing will be identified and contract pavement painters will be secured and directed to refresh as needed.
- c) Latex paint and reflective beads may be used for all traffic markings to enhance their visibility.
- d) To maintain minimum pavement marking retro reflectivity, all traffic markings will be repainted a minimum of every four years.