

CITY OF CAMROSE POLICY MANUAL

MOTION # 203/00 moved by Morris, seconded by Minor that the Roadway Sign Inspection and Maintenance Policy dated June 26, 2000 be approved.

Roadway Sign Inspection and Maintenance Policy

PURPOSE:

The purpose of this policy is to formalize and document inspection and operational procedures to maximize the effectiveness of City Roadway signs and balance maximum sign effectiveness, public safety, and aesthetic performance while maintaining fiscal responsibility.

GOAL:

The Goal of this policy is to confirm and formalize Public Works inspection, inventory and maintenance procedures with respect to City Roadway Signs and to balance maximum sign effectiveness, public safety, and aesthetic performance with fiscal responsibility.

INTRODUCTION:

- 1) There are five (5) different types of roadway signs. These include:
 - Regulatory Signs
 - Warning Signs
 - Information Signs
 - Miscellaneous Signs
 - Construction Signs (these are generally temporary signs related to construction actions by City forces or others)

- 2) There are currently 2910 permanent signs in Camrose.

- 3) Sign priority based on Function and Classification:
 - A) Priority One:

Stop Signs	250 signs
Yield Signs	314 signs
School Crosswalk	22 signs
Hospital	10 signs
Pedestrian	67 signs
Handicap Parking and Loading	31 signs

 - B) Priority Two:

Other Regulatory Signs:	1516 signs (these include Speed Limit signs, No Parking signs, etc.)
Warning Signs:	407 signs (these include Height Restriction signs, Road Narrow signs, Meridian signs, etc.)

C) Priority Three:

Information Signs: 101 signs (these include Route signs, Police signs etc.)

Miscellaneous Signs: 192 signs (these include High Collision signs, Photo Radar signs, etc.)

INSPECTION AND INVENTORY:

An inventory of all signs will be maintained by City Public Works Department, which will include a history of inspection and condition of the signs. All signs will be inspected on a rotational basis as follows:

- Priority One: - Once every 18 months
- Priority Two: - Once every 30 months
- Priority Three - Once every 48 months

Sign inspections will confirm that the sign is in place and will document the appearance, condition and reflectivity of the sign as well as visibility of the sign with regard to obstructions (i.e.: trees that have grown in front of signs).

The person or persons conducting the sign inspection shall be trained to carry out the required duties in conformance with the City of Camrose Sign Inspection Manual and be certified as competent to carry out sign inspections by the Superintendent of Public Works or his designate.

OTHER INSPECTIONS:

Public Concerns:

In addition to formal inspections, citizen concerns related to City Roadway Signs will be documented in the Camrose Action Form System and directed to either the Superintendent of Public Works or his designate. Safety related concerns will be investigated promptly. All concerns will be investigated in a timely manner as manpower and workload permit.

City Staff:

In addition to formal inspections, City staff shall inform the Superintendent of Public Works of any concerns related to City Roadway Signs. Safety related concerns will be investigated as promptly as is expedient and manpower is available. All concerns will be investigated in a timely manner as considering manpower and workload permit.

Sign Cleaning:

A weekly inspection of the Roadway Signs on Camrose Drive and 48 Ave will be done by Public Works to monitor the accumulation of dirt or snow.

High Collision Zone Signs

When High Collision Zone Signs are installed at warranted locations, they shall remain posted for a six month period. After the six month period the signs shall be removed as soon as manpower and workload permit.

Based on these inspections, when the Superintendent of Public Works determines that signs require cleaning because of accumulations of dirt or snow, a cleaning program will be initiated as resources allow. Priority will be given to 48 Ave. and Camrose Drive.

SIGN CONDITIONS:

Signs are rated on appearance and reflectivity, and placed into one of the following four (4) levels:

- Level One - New.
- Level Two - Starting to fade and noticeable color change.
- Level Three - Very noticeable fading and color change, or minor damage.
- Level Four - Badly faded and color almost gone, or damaged severely

ACTION:

Priority One Signs:

When signs reach Level Two, they are replaced as work load and budget restraints warrant. If there is a safety issue, then at the discretion of the Public Works Superintendent or his designate, the sign will be replaced as soon as is reasonable, based on availability of work force.

Priority Two Signs:

When signs reach Level Three, they are to be replaced as workload and budget restraints warrant. If there is a safety issue, then at the discretion of the Public Works Superintendent or his designate, the sign will be replaced as soon as is reasonable, based on availability of work force.

Priority Three Signs:

When signs reach Level Four they are to be replaced as work and budget restraints warrant. If there is a safety issue, then at the discretion of the Public Works Superintendent or his designate, the sign will be replaced as soon as is reasonable, based on availability of work force.

Sign Replacement

	CONDITION			
SIGN IMPORTANCE	LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR
PRIORITY ONE		X	X	X
PRIORITY TWO			X	X
PRIORITY THREE				X
X = replace				

VISIBILITY OF SIGNS:

When the visibility of a sign is found to be impaired by other signs, trees, shrubs, etc. so that the effectiveness of the sign is significantly reduced, the Superintendent of Public Works will dispatch crews to bring the sign back to a functional level, as manpower and workload permit. In the event of private trees obstructing Roadway Signs, the By-Law enforcement officer will be notified to deal with situation in accordance with The Nuisance Abatement By-Law #2144/99.

INTERPRETATION:

The City of Camrose acknowledges that all signs cannot be maintained in perfect condition due to fiscal and practical constraints. The timing of maintenance and inspection will be planned within the scope of this study at the discretion of the City Engineer or Public Works Superintendent within the scope of current operating budget, to balance safety and appearance.