

Approved:


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Office: Traffic Engineering and
Operations
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TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT

PURPOSE

To ensure proper maintenance and operation of traffic control signals on the State Highway System and to compensate the municipality or county, hereinafter referred to as the Maintaining Agency, for this work.

To establish the format and requirements for the execution of a ***Traffic Signal Maintenance and Compensation Agreement*** with a Maintaining Agency.

AUTHORITY

Sections 20.23(7), 334.044, 334.048(3) and 335.055, Florida Statutes (F.S.)

SCOPE

The only offices affected by this procedure are the State Traffic Engineering and Operations and District Traffic Operations offices.

DEFINITIONS

MAINTAINING AGENCY – A local government jurisdiction that accepts the maintenance and operation of traffic control signals on the State Highway System within their jurisdiction as outlined in the ***Traffic Signal Maintenance and Compensation Agreement, Form No. 750-010-22*** and ***Exhibit A***.

TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT - A legally binding instrument setting forth specific agreements and responsibilities between the Department and a Maintaining Agency related to the maintenance, operation, and compensation of traffic signals and signal systems in a defined jurisdictional area. This ***Agreement*** establishes a mechanism whereby the parties may add or delete signalized intersections or signal systems to a list of locations contained in ***Exhibit A*** of the ***Agreement***.

EXHIBIT A – A legally binding instrument in the **Traffic Signal Maintenance and Compensation Agreement** used to list all existing full traffic signals and intersection control beacons on the State Highway System within a local government jurisdiction. This list will contain those intersections that are maintained by the Maintaining Agency and eligible for compensation and those that are not. This list will be completed annually and contain the roadway intersection, compensation requested, and the number of state approaches entering the intersection by percentage. The document is also used to add or delete intersections from the **Agreement**.

TRAFFIC SIGNALS AND SIGNAL SYSTEMS - An installed assembly of an electrical, or electronically operated, traffic signal control equipment as defined in **Part 4 of the Manual on Uniform Traffic Control Devices (MUTCD)**, installed at a single intersection or location, or in the case of signal systems, a series of intersections or locations on the State Highway System. A signal assembly includes all display hardware, detection, logic, timing equipment, poles/mast arms, and miscellaneous hardware to make a complete signal installation. An Intersection Control Beacon is a highway traffic signal with signal sections directed toward each approach to an intersection that operates in a flashing mode. Signal systems include, in addition to signal assemblies, control center equipment, on-street masters, the communications network, and related equipment necessary to complete the signal system.

BACKGROUND

The Department currently does not maintain or operate traffic signals or signal systems on the State Highway System but enters into written **Agreements** with local governments to perform these functions and provide partial compensation for this work. Accordingly, each traffic signal and signal system on the State Highway System must be included in an executed **Traffic Signal Maintenance and Compensation Agreement, Form No. 750-010-22**.

This procedure covers issues relating to the operation, maintenance, and compensation of traffic signals and signal systems on the State Highway System.

1. TRAFFIC SIGNAL MAINTENANCE AND COMPENSATION AGREEMENT

- 1.1** **Traffic Signal Maintenance and Compensation Agreement, Form No. 750-010-22**, shall be the only form used to execute new **Agreements**. Where a current **Agreement** exists, it shall remain valid and need not be replaced by **Traffic Signal Maintenance and Compensation Agreement, Form No. 750-010-22**, unless the Maintaining Agency is to receive compensation or requests the change. To add compensation for intersection control beacons, the **Traffic Signal Maintenance and Compensation Agreement**,

Amendment 1, Form 750-010-22A is to be used to amend any previously existing **Traffic Signal Maintenance and Compensation Agreements** that did not include compensation for intersection control beacons.

- 1.2 If there is no current **Traffic Signal Maintenance Agreement** in effect, **Form No. 750-010-22** shall be used. It is intended that existing forms be phased out and ultimately replaced by the **Traffic Signal Maintenance and Compensation Agreement, Form No. 750-010-22**, for signal maintenance on the State Highway System.

The language contained in **Form No. 750-010-22** shall be considered nonnegotiable. This form has been developed after a number of years of experience and has been reviewed and revised as the result of many comments and suggestions including those of the Department, both central and district offices, and local governmental agencies. If changes are requested, the Maintaining Agency must submit proposals for “alternative language” to the District Traffic Operations Engineer. The District Traffic Operations Engineer will review and submit recommendations to the State Traffic Operations Engineer. The State Traffic Operations Engineer will then submit the proposed **Agreement** changes, with comments, to the Office of the General Counsel and Comptroller for review and approval or disapproval.

2. EXECUTION OF AGREEMENT

- 2.1 **Traffic Signal Maintenance and Compensation Agreement, Form No. 750-010-22** shall be executed with each Maintaining Agency where one or more full traffic signals or intersection control beacons exist on the State Highway System.
- 2.2 The **Agreement** shall be executed first by the Maintaining Agency. The individual signing for the Maintaining Agency must be duly authorized to sign the Agreement by the governing body of the Maintaining Agency.

Further, the signature must be attested to by a witness and the official seal of the Maintaining Agency affixed to the **Agreement** if applicable. Provision is also made for review and approval by the Maintaining Agency's attorney.

- 2.3 The date of the **Agreement**, appearing at the top of page one (1), shall not be entered until the **Agreement** is completely executed by the Department. The contract and financial numbers will be added at this time.

- 2.4 Signature authority for the Department shall be the District Secretary or authorized designee with the appropriate title typed under the signature.
- 2.5 The District Traffic Operations Engineer shall be responsible for:
- (1) Coordinating the proper execution of the Agreement with the Maintaining Agency;
 - (2) Coordinating review and approval by District General Counsel;
 - (3) Signature by the District Secretary or authorized designee; and
 - (4) Distribution of the executed **Agreement** to all parties (one (1) copy district files, one (1) copy to the Maintaining Agency).

3. **COMPENSATION FOR MAINTENANCE AND OPERATION**

- 3.1 As an option, a Maintaining Agency may choose to participate in a joint funding for the maintenance and operation of traffic signals as described below; or they may continue with the current practice to provide for all maintenance and operation costs within their local jurisdiction.
- 3.2 **Joint Funding** – Under this option the responsibility of maintaining traffic signals at intersections of public roads will be shared by the Maintaining Agencies having responsibility for the intersecting roads.
- (a) **Operation and Maintenance** – The Department will contract with the Maintaining Agency to perform the maintenance and operation of all signals. The Maintaining Agency will be compensated for maintenance and continuous operations of full traffic signal and intersection control beacon locations based on a standard rate developed and updated periodically by the Department. The compensation amount will be as indicated in the **Traffic Signal Maintenance and Compensation Agreement, Form No. 750-010-22**. Warning beacons, emergency signals, and flashing school zone signals are not included in the standard rate compensation but are still required to be operated and maintained by the Maintaining Agency.
- (b) **Administration of Program** – This is a voluntary reimbursement program. Maintaining Agencies not electing to participate will continue to operate under existing **Agreements**, retaining the current practice of providing signal maintenance, and operation at their expense.

Those Maintaining Agencies that participate will develop each year a

list of all traffic signals that are on the State Highway System, those that are maintained and those that are not to be included for compensation, using **Exhibit A** of the **Traffic Signal Maintenance and Compensation Agreement, Form No. 750-010-22**. The list must contain the roadway intersection, compensation requested, and the number of state approaches entering the intersection by percentage. The completed **Exhibit A**, including the total amount requested, must be sent to the District Traffic Operations Offices by May 1 of each year for approval. Also, an invoice for the previous year approved **Exhibit A** will be submitted at this time so payment can be made by June 30. The annual reimbursement cost per intersection to be used for determining the Department's participating portion, is based on the value criteria in **Exhibit B**, of the **Traffic Signal Maintenance and Compensation Agreement, Form No. 750-010-22**. **Exhibit A** must be executed prior to July 1 for each future fiscal year funding. The funds approval (encumbrance) is required prior to execution of the **Agreement** or amendment through **Exhibit A** each year.

(c) Monitoring of the Program – The District Traffic Operations offices will monitor the operations by making periodic visits to the Maintaining Agency to review maintenance records or have the Maintaining Agency certify that the maintenance and operations of the traffic signals are in accordance with the **Traffic Signal Maintenance and Compensation Agreement, Form No. 750-010-22**.

4. SPECIAL CONSIDERATIONS

4.1 The maintenance and operation of computerized traffic signal control systems involving central site hardware/software should not require special treatment. However, if changes in **Agreement** language are necessary to accommodate these systems, the District Traffic Operations Engineer shall submit recommended changes to the State Traffic Operations Engineer for approval prior to execution of the **Agreement** by any party.

5. TRAINING

None required.

6. FORMS

The following forms are available in the Department's Forms Library.

NOTE: Any alternative language must be approved by the State Traffic Operations Engineer.

- Form No. 750-010-22, Traffic Signal Maintenance and Compensation Agreement
- Form No. 750-010-22A, Traffic Signal Maintenance and Compensation Agreement, Amendment No. 1.