

RESOLUTION 16-R-074

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS  
OF MARION COUNTY, FLORIDA  
UPDATING THE TRANSPORTATION MAINTENANCE AND OPERATION  
STANDARDS  
AND THE ROAD MAINTENANCE MAP**

WHEREAS, the Office of the County Engineer is tasked with maintenance and upkeep of the Marion County road system, related features, and traffic control devices; and

WHEREAS, the attached Transportation Maintenance and Operation Standards shall be used to guide Department staff in performing the required maintenance and operation activities and establishes guidelines for making changes to the system; and

WHEREAS, the attached Road Maintenance Map establishes the County Road System eligible for routine maintenance by the Office of the County Engineer and shall be updated by the County Engineer, as necessary, to reflect changes made to the system and approved by the Board periodically; and

WHEREAS, the County Engineer is authorized to correct the Road Maintenance Map based on information discovered in the records; and

WHEREAS, during a County declared emergency, roads that are not maintained by any maintenance agency or entity and known to be orphan, will be handled as directed by the Board of County Commissioners.


NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Marion County, Florida, that the aforementioned Transportation Maintenance and Operation Standards (Exhibit A) and Road Maintenance Map (Exhibit B) be adopted and become effective immediately upon its adoption. This resolution supersedes 12-R-518 and all previous resolutions regarding this subject.

PASSED AND RESOLVED this 16<sup>th</sup> day of February, 2016.

BOARD OF COUNTY COMMISSIONERS  
OF MARION COUNTY, FLORIDA

By Kathy Bryant  
Kathy Bryant, Chairman

ATTEST:

  
\_\_\_\_\_  
David R. Ellspermann, Clerk of the Circuit Court

# Marion County Board of County Commissioners

## Office of the County Engineer

### Transportation Maintenance and Operation Standards

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# Marion County Board of County Commissioners

## Office of the County Engineer

### Transportation Maintenance and Operation Standards

#### Overview

The Marion County Office of the County Engineer is tasked with the maintenance and operation of all roads in the County Maintained Road System. The level of maintenance provided varies by Functional Classification and the availability of funds allocated by the Board of County Commissioners (BCC).

Maintenance consists of repairing potholes, repairing pavement edges, maintaining shoulders (drop-offs, erosion, etc.), sealing pavement by various methods, mowing shoulders and ditches, trimming and removing trees and brush, grading unpaved roads, maintaining traffic signals, maintaining signs, maintaining pavement markings, and maintaining sidewalks. This also consists of maintaining accepted drainage facilities, including drainage retention areas (DRAs), drainage conveyance systems, etc. Maintenance standards are provided in Table 1 and are subject to budgetary limitations and weather conditions.

On Subdivision Local Roads and Alleys, no overlay, construction or reconstruction will be done using County Fuel Tax funds. Any such work would need to be accomplished by other means, such as through an assessment program. Construction for capacity purposes or rehabilitation of Arterial Roads, Collector Roads, Major Local Roads, and Minor Local Roads will be done based on the County's Transportation Improvement Program (TIP). Minor maintenance projects will be done as directed by the County Engineer.

Marion County is prohibited from expending County Fuel Tax funds on private and/or non-County maintained road and drainage facilities. However, during a County declared emergency, the BCC may authorize emergency services for road and drainage facilities throughout Marion County including private roads, orphan roads and roads maintained by other entities.

This document supersedes previous maintenance and operation standards historically referred to with titles such as but not limited to Road Maintenance Policy, Transportation Infrastructure Maintenance, Operations and Implementation Standards, and Transportation Maintenance Standards.

#### Developing Areas

County maintained roads and drainage facilities in developing areas will be maintained at lower standards depending on the extent of development. For instance:

- Roads will be managed to preserve public rights-of-way.
- Roads not required for access to residential, commercial, or public facilities may be maintained at levels that are not suitable for passenger vehicle traffic.
- Drainage facilities may be periodically inspected with maintenance performed as needed.
- As development of adjoining property occurs, property owners will be responsible to upgrade the road and related infrastructure to provide suitable access. After improvements have been made and approved by the Office of the County Engineer, maintenance will be consistent with the standards in Table 1 based on the Functional Classification.

## Alleys

Alleys generally provide secondary access for the convenience of abutting property owners. They are not intended and not suitable for use by the travelling public. Unless other arrangements have been specifically made and documented, accepted alleys will be maintained as follows:

- Rights-of-way will be managed for the purpose of protecting them for their intended use.
- Maintenance of alleys using funds from the Transportation budget will be limited to the minimum work required for public safety.
  - Marion County will control traffic circulation and provide appropriate traffic control devices.
  - Marion County will trim vegetation and mow rights-of-way only as required to maintain visibility for safety at intersections and traffic signs.
  - Marion County will maintain the existing driving surface (grading or patching) only to the extent required to eliminate or avoid hazards that threaten public safety.
- Property owners served by unimproved alleys may perform minor maintenance such as repairing the driving surface and mowing or trimming of vegetation without a permit. This work may be performed individually or through a home owner's organization.
- Permanent work performed within rights-of-way will be controlled through Right-of-Way Utilization Permits.

## County Acceptance

In order for a road, alley, or drainage facility to be accepted into the County Maintained Road System, the following actions are required in accordance with the latest adopted Land Development Code (LDC):

- A right-of-way, easement, or parcel shall be either deeded or dedicated to and accepted for maintenance by the BCC.
- Road and drainage facilities shall be designed per applicable standards, constructed in accordance with the approved plans, and upon as-built submittal and certification, a final construction inspection shall be scheduled with the Office of the County Engineer. All road and drainage facilities shall be privately maintained until County acceptance.
- The BCC may accept the road and drainage improvements, dependent upon maintenance periods, warranty periods, developer agreements, etc. as applicable.

All new and existing paved roads that are constructed or reconstructed shall address drainage, traffic control devices and safety provisions contained in the LDC. Road surface treatment projects as authorized by the County Engineer (or designee) shall consider known drainage problems and provide proper shoulder transition. All plans shall be approved by the County Engineer (or designee) prior to construction to ensure compliance with the applicable codes and standards, except roads being improved through the MSTU/Assessments Department. Those roads shall be improved in accordance with the citizens' standards adopted by the BCC on 9/15/2009, or as amended thereafter.

## Implementation Authority

### Drainage Facilities

The need for drainage facilities are often physically apparent based on flooding conditions or poor conveyance; drainage facilities that promote water quality treatment are also needed to protect ground and surface waters. Projects are identified in both the Stormwater Implementation Program (SIP) and the Stormwater Maintenance Strategic Plan annually prior to budget completion. The design, construction and management, including operation and maintenance, of drainage facilities are subject to local, state and federal regulations. The County Engineer ensures compliance with all regulations to the extent that facilities shall be designed by licensed professionals, and are constructed, operated and maintained in such a manner that flooding and water quality impacts to upstream or downstream properties are not worsened.

### Driveways

Driveway connections shall be permitted in accordance with the LDC. Construction of driveway aprons along unpaved roadways shall be no closer than 3' to the graded travel way so as not to impede maintenance efforts. It is the property owner's responsibility to maintain the entire driveway to the graded travel way for safety and proper drainage.

### Pavement Condition Inspection (PCI)

An annual pavement condition inspection is performed on a selection of road segments that records the extent, severity, amount, and type of distresses observed in the pavement. The segments are then given a PCI rating on a scale of 0 to 100 with 100 being a road with no distresses. The frequency of inspection for a given segment is based on Functional Classification and the most recent inspection results. Higher classifications and roads with lower PCI's are inspected more frequently. The PCI rating is used in prioritizing the rehabilitation projects in the TIP and identifying maintenance needs.

### Temporary or Intermittent Lane or Road Closures

Temporary or intermittent lane or road closures involving public rights-of-way require advanced approval from the County Engineer. Permanent lane or road closures or the abrogation of rights-of-way shall be in accordance with applicable law or policy and may be subject to review and approval by the BCC.

### Traffic Control Devices

Devices including signs, signals and pavement markings are evaluated and implemented by the Office of the County Engineer based on engineering standards and in accordance with the Manual on Uniform Traffic Control Devices (MUTCD). The MUTCD prescribes standards for the design, location, use, and operation of traffic control devices. Advertising signs are not permitted within public rights-of-way, however, when a benefit to the public, religious institution directional signs may be approved and as a courtesy roadside memorial markers may be approved.

Regulatory speed limits are set by the BCC, upon recommendation from the County Engineer.

Truck and/or weight restrictions for bridges are typically set by the Florida Department of Transportation (FDOT), additional truck/weight restrictions may be set by the BCC, upon recommendation from the County Engineer.

### Transportation Improvement Program (TIP)

The TIP is a 5-year plan with project costs and schedules updated annually prior to budget completion. The selection of all the projects listed in the TIP is based on information from the prior TIP, the Office of the County Engineer, the Planning Department, and the Transportation Planning Organization (TPO) Long Range Plan. Reconstruction projects, resurfacing projects, intersection improvement projects, and turn lanes are identified by the Office of the County Engineer. Construction of new lanes and new roads are identified by the TPO, Planning Department, and Office of the County Engineer based on the approved Long Range Plan.

**Table 1 Maintenance Standards**

These standards reflect the target maintenance level. Budget limitations, weather conditions, emergencies, or other unforeseen conditions may cause the listed Maintenance Tasks in the following table to fall below targeted levels.

<b>Maintenance Task</b>	<b>Paved Roads</b> <i>(Functional Classification)</i>				<b>Unpaved Roads</b> <i>(Functional Classification)</i>		
	<i>Arterial and Collector</i>	<i>Major Local</i>	<i>Minor Local</i>	<i>Subdivision Local</i>	<i>Major Local</i>	<i>Minor Local</i>	<i>Subdivision Local</i>
<i>Pothole Repair</i>	Patch potholes within 24 hours of notification		Schedule as needed				
<i>Pavement Edge Repair</i>	Schedule as needed				N/A		
<i>Shoulder Maintenance (drop-offs, erosion, etc.)<sup>1</sup></i>	Repair drop-offs greater than 3” or remove buildup as needed		Schedule as needed				
<i>Grading Unpaved Roads<sup>2</sup></i>	N/A				Schedule as needed		
<i>Mowing Roadsides<sup>3</sup></i>	Growth not to exceed 14” (finish mowing not to exceed 8”)				Do not mow <sup>4</sup>		
<i>Mowing DRAs<sup>5</sup></i>	4 times per year						
<i>Maintenance of DRAs &amp; Conveyance Systems</i>	Annually inspect DRA’s; schedule maintenance as needed						
<i>Tree &amp; Brush Trimming<sup>6</sup></i>	Schedule as needed						
<i>Hazardous Trees<sup>7</sup></i>	Assess within 24 hours of notification						
<i>Sidewalks, Medians, Curb, Gutters &amp; Inlets (Maintenance/Repairs Other than Mowing)</i>	Schedule as needed				N/A		
<i>Street Sweeping</i>	All curbed roads 9 times per year				N/A		
<i>Sinkholes</i>	Assess within 24 hours of notification						
<i>Pavement Markings</i>	Refresh markings every 6 years; inspect and replace (if needed) RPMs every 3 years	Schedule as needed			N/A		
<i>Traffic Signals</i>	Signal malfunction respond within 4 hours; preventive maintenance at 12 months				N/A		
<i>Traffic Signs</i>	Impaired red series signs respond within 4 hours, all others schedule as needed						
<i>Pavement Condition Survey</i>	PCI (80-100) every 2 years; PCI (0-80) every year	PCI (80-100) every 3 years; PCI (55-80) every 2 years; PCI (0-55) every year	Every 5 years	N/A			

## Table 1 Maintenance Standards Explanatory Notes

- (1) Corrective maintenance will be by shoulder paving program or routine shoulder maintenance.
- (2) Unpaved County maintained roads through developed areas will be kept in a condition that allows a safe, passable means of ingress and egress for emergency services. A four times per year grading route has been established to maximize access and grading efficiency. Unpaved roads shall be graded to provide a surface that can be safely traveled up to a speed of 20 miles per hour in a normal passenger vehicle. Wash boarding, small depressions, and shallow rutting are considered normal conditions of the road surface. Where possible, grading efforts need to incorporate a road crown consistent with Exhibit 'A' Graded Roads Typical Section. The following criteria apply to each Functional Classification of unpaved local roads:
  - a. Major Local Roads shall have a crown in the center of the traveling surface. The traveling surface should be graded to a maximum width of 20 feet.
  - b. Minor Local Roads shall have a crown in the center of the traveling surface. The traveling surface should be graded to a maximum width of 18 feet.
  - c. Subdivision Local Roads shall be graded to a maximum width of 18 feet. Scraping of grass roads should be avoided in order to prevent erosion.
- (3) Roadside mowing is performance based and consists of mowing grass and vegetation to a height not more than 6". Schedule varies with weather conditions and need. Mowing is done year round. Usually this service is not needed or requested in fully developed subdivisions as property owner's mow in front of their lots. In some areas where medians or sidewalks are present finish mowing is performed to a height of not more than 3", and consists of edging beside sidewalks and curbs, and blowing the grass clippings from the pavement and sidewalks after mowing.
- (4) Roadsides of unpaved roads are not mowed except where required by agreement between a homeowners association and Marion County. Vegetation will be mowed as required for visibility at locations such as intersections, traffic signs and school bus stops.
- (5) DRA mowing consists of mowing grass and vegetation to a height not more than 6". Schedule varies with weather conditions. Mowing is done during the growing season, generally April through November. Mowing frequency may be reduced in undeveloped or sparsely developed areas. DRAs in densely populated areas with faster growing conditions may be mowed 8 times per year.
- (6) Maintain rights-of-way free of encroachments lower than 15' over Scenic roadways, 17' over all other roadways, and 12' over all shoulders; remove or trim vegetation that obstructs visibility at intersections, traffic signs and traffic signals. For roads with restricted rights-of-way, trimming will be limited to within the right-of-way unless authorization has been obtained to trim on adjacent property. Trimming routes are prioritized annually. Other trimming is scheduled as needed.
- (7) Trees within rights-of-way or DRAs shall be removed when they a) pose a threat to life or improvements to property, or b) interfere with safe travel, access, or maintenance. Hazardous trees which are dead or diseased shall be removed when located in improved rights-of-way.

## Definitions

**County Maintained Road System:** Roads in the unincorporated areas of Marion County and extensions of such roads into and through any incorporated areas that have been accepted for maintenance by the BCC.

**Developing Areas:** Areas with little or no residential or commercial activity that access the County Maintained Road System.

**Drainage Facility:** A system of designed structures and/or features that collect, convey, hold, divert, or discharge stormwater, including culverts, swales, and man-made or natural retention/detention areas.

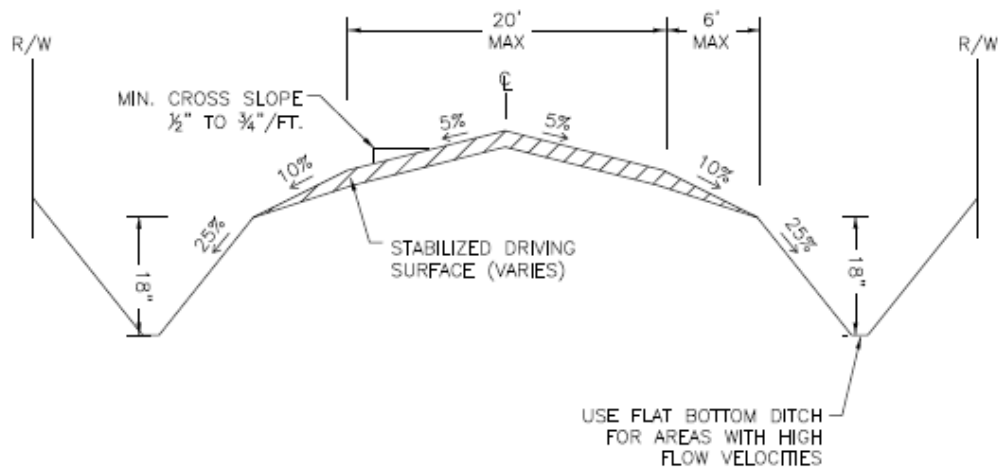
**Functional Classifications:** As listed in the LDC and Florida Statutes.

**MSTU/Assessments Department:** A department responsible for the implementation and management of assessments that provide revenue for services such as recreation, street lighting, road maintenance, road improvements, and general services that would not otherwise be available through the general tax dollars.

**Orphan Roads:** Roads open to the public but not accepted for maintenance by the County or any other public jurisdiction. These roads may be within rights-of-way that have been dedicated to the public or along historical routes where prescriptive rights have been established by public use.




# Exhibit A – Graded Road Typical Section



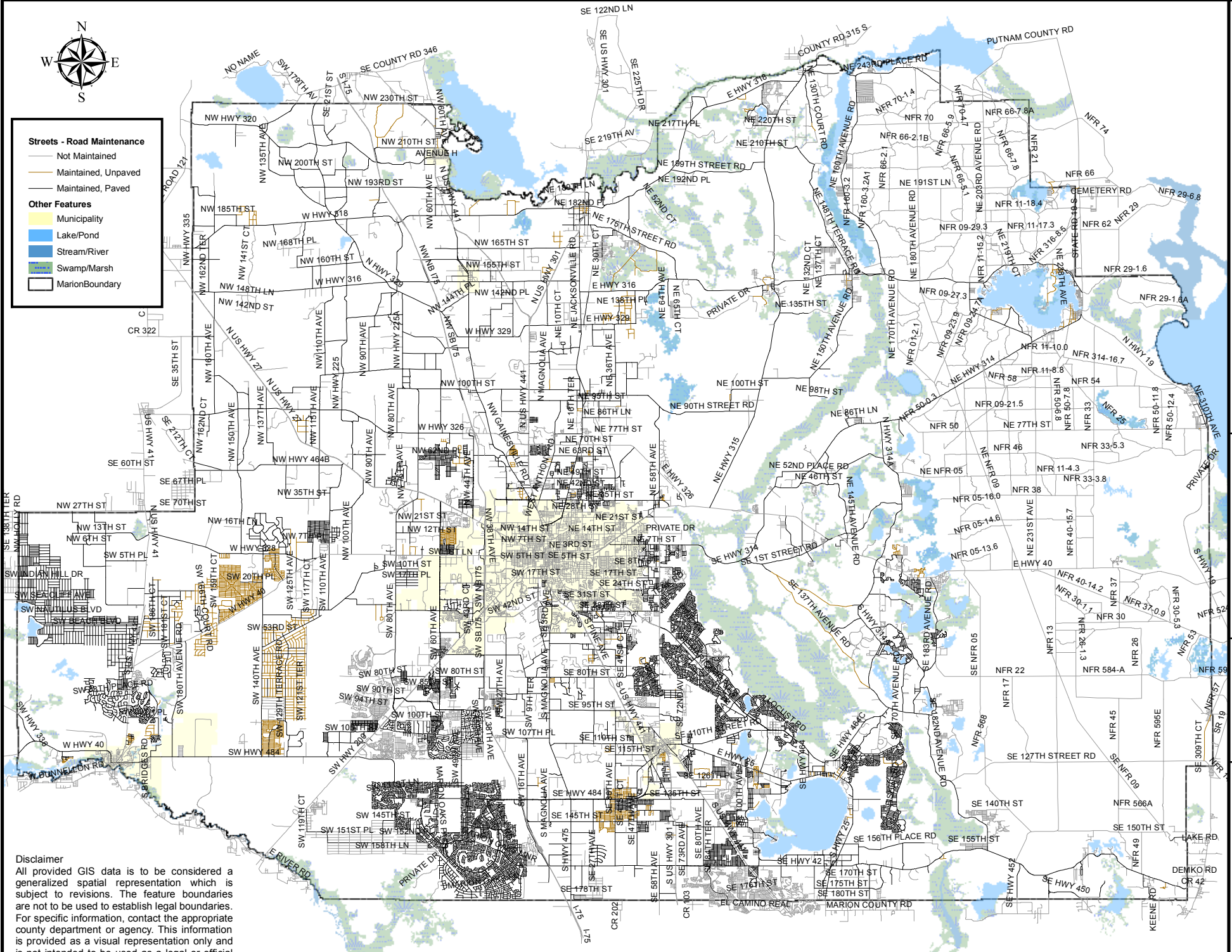
TYPICAL CROSS SECTION  
(Normal Crown)

%	RATIO	MEASURED
25%	4:1	3"/FT
10%	10:1	1.2"/FT
5%	20:1	0.6"/FT

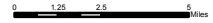
	GRADED ROAD TYPICAL SECTION	HORIZONTAL SCALE : N.T.S.	NAME	DATE
		VERTICAL SCALE : N.T.S.	DRAWN BY	G.S.K. 1/12/15
		FILE: GRADED ROAD TYPICAL SECTION.DWG	REVIEWED BY	H.E.H. 1/12/15
		PROJECT #: N/A	SUPERVISED BY:	ELTON HOLLAND



- Streets - Road Maintenance**
- Not Maintained
  - Maintained, Unpaved
  - Maintained, Paved
- Other Features**
- Municipality
  - Lake/Pond
  - Stream/River
  - Swamp/Marsh
  - MarionBoundary



**Disclaimer**  
 All provided GIS data is to be considered a generalized spatial representation which is subject to revisions. The feature boundaries are not to be used to establish legal boundaries. For specific information, contact the appropriate county department or agency. This information is provided as a visual representation only and is not intended to be used as a legal or official representation of legal boundaries.



**Marion County Road Maintenance Map**

Map Location:  
 \\Bcc1\dfs\gis\tr\Loretta.Beam\MAPS  
 \Road Division\Maintenance Map  
 BCCMantMap20116\_8X10

Technician:LB  
 Printed: 02/01/2016

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