

Date: September 4, 2015

To: Region Operations Managers  
Region Maintenance Supervisors

From: James Hughes, P.E., State Maintenance Engineer

SUBJECT: CY 2016 Maintenance Work Activities

This memo describes the routine maintenance work priorities for CY 2016. Winter service levels and other activities with substantive safety benefits remain the Department's two highest priorities.

Correspondingly, regions should continue to emphasize safe traffic control practices to ensure sound work zone flow and worker safety. The available routine maintenance (RMA) funding should not be prorated across the work elements, but rather thoughtfully directed to reflect safety, pavement and structure maintenance activities. The annual RMA work shall match the budgeted total amount.

The processing of CY 2016 RMA documents should be expedited to the extent possible. Regions should continue to finalize individual county RMA documentation in a timely manner and meet face-to-face with county Highway Commissioners and appropriate staff as soon as practical. Ideally, the 2016 routine maintenance agreements should be signed by early December 2015.

The non-winter service expectations outlined below may be revisited in the spring of 2016 and adjusted as needed, depending on the status of the RMA budget and the progress on Performance Based Maintenance (PBM) activities.

- Mowing at safety locations, such as vision corners should occur when needed.
- Long line shoulder mowing is limited to once per year and should be completed by the dates necessary to conform to NR 40 restrictions. This policy is currently under review.
- Maintenance of unpaved shoulders continues to be a focus activity for both RMA funds as well as supplemental gravel shoulder maintenance projects funded under PBM contracts.
- Removal of hazardous materials should continue as needed.
- County force litter pick-up is limited to once per year in the spring on roadway segments not sponsored by an Adopt-A-Highway group. Adopt-A Highway efforts for litter pick-up may be continued though the summer.
- Guidance about the opening and closing of seasonal waysides will be provided separately and should be available by mid-October 2015.
- Limit roadway surveillance on backbone and backbone connector routes to once-per-week whenever possible and less frequently (twice per-month) on all other State routes.

Thank you for implementing these maintenance work priorities for 2016.