

Chapter 102 – Road and Bridge District

Revised 11/07/17

ARTICLE I. - IN GENERAL.....	2
ARTICLE II. - FINANCIAL ACCOUNTABILITY	5
ARTICLE III. - STREET NAME POLICY	6
DIVISION 1. - GENERALLY	6
DIVISION 2. - REQUEST REQUIREMENTS	10
ARTICLE IV. - ORPHAN ROAD POLICY.....	15

ARTICLE I. - IN GENERAL

Sec. 102-1. - Purpose of chapter.

The purposes of this chapter are as follows:

- (1) To ensure that the county roadwork operations are in strict compliance with the laws of the state;
- (2) To ensure that uniform and equitable policies and practices are applied county-wide;
- (3) To protect the interests of the county taxpayers as well as to preserve a viable county wide roadwork system; and
- (4) To define the responsibilities of county officials in carrying out this chapter.

(Admin. Policy Manual, § L(1.00); Ord. No. 2006-1171, 6-27-2006)

Sec. 102-2. - Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Improvements means widening, resectioning, overlays and other projects designed to upgrade the existing function of the facility.

Maintenance means scarifying, stabilizing, grading, patching, seal coating, striping, mowing and other repairs.

Perform means the work is performed by county employees or independent contractors under contract with the county.

Financial participation means in lieu of performing the work and being reimbursed for part of the cost the county makes a financial payment to the entity in an amount allowed by this article.

(Admin. Policy Manual, § L(1.02, 1.03); Ord. No. 2006-1171, 6-27-2006)

Sec. 102-3. - Types of projects.

The county is legally authorized to expend road and bridge funds to support the following types of projects only:

- (1) Type A: Improvements and maintenance of roads and bridges located within the unincorporated portions of the county that are on public right-of-way. This includes roads within court-approved subdivisions in which the improvements and rights-of-way have been dedicated to the county and accepted by the commissioners court.
- (2) Type B: Improvements and maintenance of thoroughfares and bridges of major cross-county importance which are either existing or proposed. The Regional Thoroughfare Plan for North Central Texas Council of Governments will be used as a guide to determine which thoroughfares are of major cross-county importance.
- (3) Type C: Improvements and maintenance of thoroughfares which are affected by state highway programs, planning and policies, including right-of-way, curb and gutter, and storm sewer projects

¹ **State Law reference**— County roads and bridges, V.T.C.A., [Transportation Code § 251.001](#) et seq.

that participate with state department of highways and public transportation as designated by the state as being part of the state highway system.

- (4) Type D: Improvements and maintenance of road and bridge projects on county-owned property.
- (5) Type E: Improvements and maintenance of streets, alleys, roads, bridges and drainage facilities for a local governmental entity as defined under V.T.C.A., Government Code ch. 791.

(Admin. Policy Manual, § L(1.01); Ord. No. 2006-1171, 6-27-2006)

Sec. 102-4. - Administration.

The administration of all the county road and bridge district projects shall conform to all applicable state statutes and to the attorney general's opinions that opine and define the authority of the commissioners court to participate in such projects, as requested by the commissioners court.

(Admin. Policy Manual, § L(1.04); Ord. No. 2006-1171, 6-27-2006)

Sec. 102-5. - Projects within other jurisdictions.

- (a) The county is legally authorized to perform and or participate financially in road work within the boundaries of incorporated cities and towns and other special purpose districts within the county through the Interlocal Cooperation Act and in certain other circumstances as defined by the attorney general.
- (b) The Interlocal Cooperation Act authorizes the county to financially participate in and or perform Type E projects as defined in section 102-3. The county may participate in these projects at the request of a city or other jurisdiction, pursuant to a written contract, provided that funds are available if the participation is strictly a financial contribution or payment for the full value or cost of the work performed has been made to the county.
- (c) Where a project has been identified and requested by a city for the county to perform interim or permanent improvements, the city shall share in the total cost of the project by:
 - (1) Providing for 100 percent of the costs related to traffic control installations, signals, signs, etc., and any new sidewalks as required by the city; and
 - (2) Providing for up to 50 percent of the actual project costs of additional right-of-way, utility adjustments and construction for improvements, annual maintenance or minor maintenance in response to a priority request by a city or emergency conditions when requested by other governmental entities.
- (d) Where the county's participation is a financial contribution it shall not exceed 50 percent of items described in subsection (c)(2) above.
- (e) No written contract or prior approval is required for minor maintenance in response to emergency road conditions or for purposes of natural disaster relief requested by other governmental jurisdictions; however, cost participation for such work shall be in accordance with section 102-6.

(Admin. Policy Manual, § L(1.05—1.08); Ord. No. 2006-1171, 6-27-2006)

Sec. 102-6. - Funding.

- (a) Type A roads and bridges improvements and maintenance shall receive 100 percent county funding.
- (b) Type B and C roads and bridges improvements and maintenance shall receive:

- (1) Not to exceed 50 percent county funding of the actual project costs of additional right-of-way, utility adjustments and construction for improvements, annual maintenance or minor maintenance in response to a priority request by a city or emergency conditions when requested by other governmental entities; and
- (2) One hundred percent city funding of all other costs.
- (c) Type D improvements and maintenance shall receive 100 percent county funding.
- (d) Type E improvements and maintenance shall receive 100 percent city or other jurisdictions funding.
- (e) Requests for other funding arrangements may be brought to the commissioners court for approval at any time.

(Admin. Policy Manual, § L(1.09—1.13); Ord. No. 2006-1171, 6-27-2006)

Sec. 102-7. - Contracts.

- (a) Contracts executed for the purpose of providing financial participation or to directly perform road and bridge district services for maintenance and improvement projects on type B, C and E projects shall meet the following criteria:
 - (1) To be approved by the governing bodies of both entities;
 - (2) Be signed by the chief executive officer of both entities;
 - (3) Provide a description of the work to be performed or financial participation to be made; and
 - (4) Identify the level of financial participation to be made by the county or the amount of reimbursement to be made by the entity. Normally, cash payment will be the method of financial participation by the county or reimbursement by the contracting entity, although it is not the exclusive method for consideration.
- (b) The contract shall require the encumbrance of the total estimated amount of the project in an escrow account by the contracting jurisdictions.
- (c) All projects shall be billed either monthly or on completion of the work, as directed by the commissioner of the district in which the work is performed. All invoices are due upon receipt. Escrowed funds are to be paid over to the county or entity on a monthly basis under the same terms. A copy of each invoice is to be sent to the county auditor as it is prepared for accounts receivable control.
- (d) The contract shall be certified as consistent with policy by the county director of public works.

(Admin. Policy Manual, § L(1.14—1.17); Ord. No. 2000-045, 1-4-2000; Ord. No. 2006-1171, 6-27-2006)

Sec. 102-8. - Public works department responsibility.

The director of public works shall be responsible to the commissioners court for any technical assistance necessary for any of the various type projects being considered, and will review and approve or provide plans for the work to be performed by the county For projects to be performed by the county the public works department shall provide for inspection and/or testing of the work and materials when required and shall provide a field survey crew to set construction stakes for alignment and grades as required.

(Admin. Policy Manual, § L(1.18); Ord. No. 2006-1171, 6-27-2006)

Sec. 102-9. - Unincorporated areas and county-owned property.

It is the policy of the county that road improvement projects within the unincorporated areas and on county-owned property be specifically approved by the commissioners court. The application of this section will be the responsibility of each individual commissioner who will cause to be placed on the commissioners court agenda all road and bridge district improvements in the unincorporated areas and on county property.

(Admin. Policy Manual, § L(1.19); Ord. No. 2006-1171, 6-27-2006)

Sec. 102-10. - Equipment replacement.

- (a) *Purpose.* The purpose of this section is to establish criteria and procedure for review of equipment replacement requests.
- (b) *Scope.* All equipment replacement requests will be submitted to the budget office. The submittal will include the rationale for replacement. The public works department or designated representative will provide an objective third party review of the requests and provide the budget office with a recommended list for replacement.
- (c) *Criteria.* The following criteria will be used for evaluating equipment:
 - (1) Age, five years;
 - (2) Maintenance costs, equal to or exceeding 60 percent of replacement cost; or
 - (3) Mileage/hours, 150,000 miles or 5,000 hours.
- (d) *Inspection and evaluation.* Each piece of equipment will be inspected and evaluated for replacement. The thresholds described in subsection (c) of this section will be the starting point to determine if the replacement is warranted.

(Admin. Policy Manual, § L(3.00—3.03); Ord. No. 2006-1171, 6-27-2006)

Sec. 102-11. - Equipment acquisition/disposal.

The public works department will coordinate the acquisition/disposal of equipment in accordance with procedures and policies currently adopted by the commissioners court.

(Admin. Policy Manual, § L(3.04); Ord. No. 2006-1171, 6-27-2006)

Sec. 102-12. - Modification of work during periods of excess air pollution.

When an air pollution warning is forecast at level red or higher for the next day, the road and bridge district may elect to modify the work assignments and/or working hours for the following day. The intent is to reduce to optimal extent the production of ozone causing emissions before 10:00 a.m. The road and bridge superintendent may consult with public works and any partner cities involved in the work. The superintendent will then make a recommendation to the commissioner on how to proceed.

(Ord. No. 2000-1524, 8-1-2000; Ord. No. 2006-1171, 6-27-2006)

Secs. 102-13—102-40. - Reserved.

ARTICLE II. - FINANCIAL ACCOUNTABILITY

Sec. 102-41. - Uniform unit costs for reimbursements.

Reimbursement made to the county by jurisdictions contracting for roadwork services are based upon actual unit costs for labor, (engineering, if applicable) materials and equipment, as determined by the county auditor and approved by the commissioners court.

(Admin. Policy Manual, § L(1.20))

Sec. 102-42. - Accounts receivable.

- (a) For all projects within cities and special purpose districts in which reimbursement to the county has been contractually committed, the appropriate road and bridge district official shall notify the department of public works immediately upon completion of the project (or monthly, if a continuing project) of the actual amount payable to the county, and authorize the issuance of the invoice.
- (b) All executed contracts shall be maintained on file in the department of public works with periodic checks made to determine project progress and/or completion. In the event of a discovery of a project which has not been properly billed, an inquiry to the appropriate commissioner and notification of the county auditor shall be made.
- (c) The county auditor is responsible for monitoring the receipt of reimbursements and identifying accounts which become delinquent 60 days following the issuance of the invoice. Should an account become delinquent, the county auditor shall notify the commissioners court, the county treasurer and the director of public works.
- (d) It is the policy of the county that until delinquent accounts are paid in full, no new or additional road projects shall be authorized regardless of type (i.e., maintenance and improvements on type B, C or E projects) and that all roadwork for jurisdictions with delinquent accounts is specifically prohibited until such accounts are paid in full.
- (e) Moreover, the county auditor shall withhold and report to the commissioners court any payments due other jurisdictions having delinquent accounts until payment in full is made to the county. If delinquent accounts are not paid within 120 days, the county treasurer shall report the delinquency to the commissioners court for the purpose of considering litigation.

(Admin. Policy Manual, § L(1.21—1.25))

Secs. 102-43—102-70. - Reserved.

ARTICLE III. - STREET NAME POLICY²

DIVISION 1. - GENERALLY

Sec. 102-71. - Purpose and scope of article.

- (a) *Purpose.* The purpose of this article is to establish a street name policy and provide street naming guidelines.
- (b) *Scope.* All name requests for roadways, including requests for name changes, shall be submitted to the county public works department.

(Admin. Policy Manual, § L(2.00, 2.01))

² **State Law reference**— Road names and address numbers, V.T.C.A., [Transportation Code § 251.013](#).

Sec. 102-72. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Directional prefix means an indicator of direction in which a roadway passes from an established base line. In the street name "North Franklin Road," north is the directional prefix.

Directional suffix means an indicator of address location, by indicating the side of the street the address is located. In the address "137 Franklin Road N," N is the directional suffix.

Functional classification means categorizing roadways by describing them in terms of accomplishing the competing aims of access and movement. Local roadways solely provide access to residential lots. Collectors collect traffic from neighborhoods and lead vehicles out to major and/or minor arteries which surround those areas. Arteries then carry traffic to freeways and/or expressways, which primarily provide movement to locations in the larger region.

Label means the portion of a street name that attaches a creative identity to a roadway. In the street name "Franklin Road," Franklin is the label.

Major roadway means those roadways on the county's thoroughfare plan.

Minor roadway means those roadways not on the county's thoroughfare plan.

Name means the street label, plus the street type. (It does not include the prefix or suffix.)

Roadway means any official vehicular course for travel, regardless of length or service characteristics; a generic term for any street, boulevard, loop, etc.

Type means the portion of a street name indicating the kind of roadway being referred to. In the street name "Franklin Road," the term "road" is the type.

(Admin. Policy Manual, § L(2.13))

Sec. 102-73. - Original street naming.

The initial assignment and review of street names for new streets is accomplished through the subdivision review process. The applicant proposes street names for all new streets reflected on a preliminary plat. Any duplicate or sound alike street names for new streets are rejected during the review of the preliminary plat. Any inappropriate street names must be replaced with acceptable street names prior to the submission of the final plat.

(Admin. Policy Manual, § L(2.02))

Sec. 102-74. - Name change request; initiation.

(a) A street name change request may be initiated for dedicated streets only by an abutting property owner, a county department or an elected official serving the community. An application shall be filed with the county director of public works. The application shall include the following:

- (1) The location and extent of the street to be renamed;
- (2) The reasons for the name change;
- (3) The existing and proposed street names;
- (4) The roadway's relationship to the official county thoroughfare plan; and
- (5) Petition indicating at least 51 percent of abutting lot owners are in favor.

(b) The public works department will perform a preliminary review of the request for:

- (1) Completeness of application;
 - (2) Merits and feasibility of the name change; and
 - (3) Alternative street names.
- (c) An appropriate application fee will be charged the applicant if not exempted by the county commissioners court. Also, additional fees will be charged to cover costs for new signage and record changes as a result of the name changes.

(Admin. Policy Manual, § L(2.03—2.05))

Sec. 102-75. - Application fees; street name change.

- (a) An applicant who submits a request to change the name of a street shall pay to the county the following fee, provided that the street to be renamed is:
 - (1) Less than one-fourth mile \$500.00
 - (2) More than one-fourth mile, but less than one-half mile 700.00
 - (3) More than one-half mile, but less than one mile 900.00
 - (4) More than one mile (each quarter mile) 200.00
- (b) The fees required for new street identification signs are:
 - (1) Seventy-five dollars for each blade set to be replaced; and
 - (2) Any charges for changes on Interstate guide signing by the state department of highways and public transportation shall be determined at the time of installation.
- (c) The fees required for each change of address record for 911 purposes are:
 - (1) One hundred dollars for each address change up to ten; or
 - (2) Over ten address changes, \$500.00, plus \$50.00 for each address change.
- (d) No fee is required for street name change applications and change of address records filed under this article by any governing body.

(Admin. Policy Manual, § L(2.06—2.09))

Sec. 102-76. - Name change request evaluation.

- (a) For a dedicated street, the public works department shall notify affected county departments and other affected agencies of the request. Ten working days shall be allowed for review and response.
- (b) The public works department will prepare a staff recommendation which shall be placed on the briefing agenda of the commissioners court. If approved in concept, a court order will be prepared for enacting the name change.

(Admin. Policy Manual, § L(2.10, 2.11))

Sec. 102-77. - Notification of name change.

The following departments and agencies must be notified of any street name changes:

- (1) Auditor
408 Records Building, 75202

Sec. 102-80. - Street name link to specific tract, tenant, or product name.

A street name request which constitutes a commonly used identification of a particular tract, tenant, or product name to the exclusion of the remaining tracts or tenants is not permitted. Example: A firm named Goodcar Tire Company submits a request to rename Butterfield Road, the roadway on which it and other businesses are located, to Goodcar Street. This request is inappropriate; Goodcar is uniquely identified (and thus advertised) to the exclusion of other businesses.

(Admin. Policy Manual, § L(2.16))

Secs. 102-81—102-100. - Reserved.

DIVISION 2. - REQUEST REQUIREMENTS

Sec. 102-101. - Length of name.

A street name shall not exceed 14 characters in length, including blanks, unless the label portion plus the abbreviated street type does not exceed 14 characters, including blanks. Examples: Whispering Lake Drive, unacceptable as the label by itself equals 15 characters; Appledale Street, acceptable if the street type is abbreviated (Appledale St.); Red Wing Drive, acceptable in its entirety.

(Admin. Policy Manual, § L(2.17))

Sec. 102-102. - Street name intelligibility.

A hyphenated or apostrophized street name, or a request of three or more words, shall not be permitted. Examples: O'Henry Drive, unacceptable; Land O' Lake Lane, unacceptable; Old Gate Inn Lane, unacceptable.

(Admin. Policy Manual, § L(2.18))

Sec. 102-103. - Directional prefixes and suffixes.

Neither a directional prefix or suffix shall be a part of any request.

(Admin. Policy Manual, § L(2.19))

Sec. 102-104. - Historic names.

A street name shall be considered historic, and thus protected from name changes, if it possesses historic value, based on satisfying one of the following criteria:

- (1) The commemoration of a person and his specific contributions to the cultural, economic, social, religious or political heritage of the county;
- (2) The commemoration of sites or locales of significant historic events or of specific contributions to the cultural, economic, social, religious or political heritage of the county. Example: Bryan Street in downtown Dallas was named for John Neely Bryan, the founder of Dallas; or Swiss Avenue was named for colonists who settled that area in 1870; or
- (3) Original or traditional names of streets which were named after family members or others associated with a given locale. Example: Audelia Road was named for the daughter of James E. Jackson, who owned a store at the corner of Audelia Road and Forest Lane.

(Admin. Policy Manual, § L(2.20))

Sec. 102-105. - Special exceptions to article.

From time to time, in the opinion of the commissioners court, special circumstances may surround a street name change request, thereby allowing the commissioners court discretion in changing the name of a street in accordance with this article.

(Admin. Policy Manual, § L(2.21))

Sec. 102-106. - Specific highways and their valid abbreviations.

The following are specific highways and their valid abbreviations:

<i>Highways</i>	<i>Abbreviated Label/Type</i>
Interstate 20	IH 20 Frwy
Interstate 30	IH 30 Frwy
Interstate 45	IH 45 Frwy
Lyndon B. Johnson	LBJ Frwy
Thornton Freeway	RL Thornton Frwy
Central Expressway	Central Exwy
Loop 12	Buckner Blvd
Loop 12	Northwest Hwy
Loop 12	Walton Walker Blvd
Loop 12	Ledbetter Dr
State Highway 66	State Hwy 66
State Highway 183	Carpenter Frwy
U.S. Hwy. 35	Stemmons Frwy
U.S. Hwy. 67 E	RL Thornton Frwy

U.S. Hwy. 67 S	Marvin D Love Frwy
U.S. Hwy. 75	Central Exwy
U.S. Hwy. 77 N	Harry Hines Blvd
U.S. Hwy. 175	Hawn Frwy

(Admin. Policy Manual, § L(2.22))

Sec. 102-107. - Official street types and their abbreviations.

The following are official street types and their abbreviations:

<i>Street Type</i>	<i>Standard Abbreviation</i>
Access Road	ACRD
Alley	AL
Arcade	ARC
Boulevard	BLVD
Branch	BR
Bridge	BRDG
Bypass	BYP
Causeway	CSWY
Center	CTR
Circle	CIR
Common	COM

Connection	CONN
Court	CT
Cove	COVE
Crescent	CRES
Crossing	CRSG
Drive	DR
Expressway	EXWY
Extension	EXT
Freeway	FRWY
Highway	HWY
Lane	LN
Loop	LOOP
Mall	MALL
Motorway	MTWY
Oval	OVAL
Overpass	OVPS
Park	PARK
Parkway	PKWY
Pass	PASS

Path	PATH
Pike	PKE
Place	PL
Plaza	PLZ
Point	PT
Ramp	RAMP
Road	RD
Row	ROW
Rue	RUE
Service Road	SERV
Square	SQ
Street	ST
Terrace	TER
Throughway	THWY
Trafficway	TFWY
Trail	TRL
Tunnel	TUN
Turnpike	TPKE
Underpass	UNP

Walk	WALK
Way	WY

(Admin. Policy Manual, § L(2.23))

ARTICLE IV. - ORPHAN ROAD POLICY

Sec. 102-131. - Definition.

Orphan road means all or part of a street or road right-of-way which is outside the incorporated limits of a municipality (or municipalities) and the incorporated area of the municipality (or municipalities) abuts or extends into the right-of-way. These roadway segments have, in effect, been "orphaned" by the abutting city (or cities) that they serve in that they have been left unincorporated. Thus the county has primary responsibility for maintenance, operation, enforcement, police and/or emergency services within these unincorporated rights-of-way.

(Ord. No. 2002-637, 4-2-2002; Ord. No. 2006-1171, 6-27-2006)

Sec. 102-132. - Policy intent.

- (a) The county contends that full responsibility for maintenance, operation, enforcement, police and emergency services for these roadway segments should rest with the city (or cities) adjoining these segments. Generally, the major traffic usage of these segments is for access to property within the adjoining city (or cities) as with typical city streets. The adjoining city (or cities) is (are) responsible for providing emergency services, police and fire protection to the properties abutting the orphan road segment. In most instances these orphan segments are isolated and significantly distant from the truly unincorporated areas of the county, where the county provides the only services. These segments could be more easily and quickly served by city police, fire and other service providers who have responsibility in the immediate area than by the county. Parking controls, control of access, speed limits and other aspects of traffic operations are typically influenced by abutting property development and usage which is under the control of the city (or cities).
- (b) Orphan road segments often cause confusion, uncertainty and, sometimes, critical delay in determining proper jurisdiction and in providing necessary services to the public. It is with the intent of improving these circumstances and the overall delivery of services to the citizens that the county desires to eliminate orphan roads from the county's road inventory. This policy is established to encourage municipalities adjacent to these orphan road segments to annex the rights-of-way and to assume full responsibility for providing services therein.

(Ord. No. 2002-637, 4-2-2002; Ord. No. 2006-1171, 6-27-2006)

Sec. 102-133. - Policy statement.

- (a) The county encourages all cities adjacent to orphan roads in the county to develop, commit to and submit a plan to the county for completing the annexation of the orphan road segments and assuming full responsibility for these roadways. In instances where two cities abut the same orphan road

segment, the county encourages the two cities to jointly develop a plan for the annexation of that segment. The county offers its assistance to the cities in developing such plans.

- (b) The county, at the discretion of the commissioners court, may give additional selection value to projects in cities that have submitted a specific plan for the annexation of orphan roads when the county selects, approves and schedules projects for funding in the county's major capital improvement program (MCIP). Such preference may also be given in approving projects for road and bridge district participation (type "B" work).
- (c) The county, at the discretion of the commissioners court, may also refuse to participate in discretionary projects, such as road and bridge district projects or MCIP projects, in a city that elects not to pursue the annexation of orphan road segments that abut its boundaries. Failure to notify the county of the city's intent to annex and/or failure to submit a plan for annexation in a timely manner shall be construed by the county as the city's election not to pursue annexation.
- (d) The county, at the discretion of the commissioners court, may select specific orphan road segments for improvement when a city commits to annexation of the segment upon completion of the project. However, the specific plan for annexation of orphan roads submitted by the city will not be limited to annexation upon completion of improvements by the county. The county improvements may be made as road and bridge projects or as MCIP projects (subject to other MCIP criteria including regional thoroughfare plan designation and city cost participation).
- (e) This policy application is prospective and projects selected by the county and approved by the commissioners court prior to the date of the adoption of this policy shall not be impacted by this policy.
- (f) The county shall provide written notification of the adoption of, and future revisions of, this policy to the cities abutting orphan road segments.
- (g) The county director of public works shall maintain a listing of orphan roads and the city or cities they abut and shall provide updates to the commissioners court and to the cities as changes occur. The listing and changes to the listing shall be based on municipal boundary and annexation information provided to the county public works by the cities as required by Local Government Code, § 242.001(c).

(Ord. No. 2002-637, 4-2-2002; Ord. No. 2006-1171, 6-27-2006)