

CHAPTER 15 - TRAFFIC ENGINEERING ORGANIZATION (TEO)

Table of Contents

| | |
|---|-------------|
| 15-1.00 INTRODUCTION..... | 15-2 |
| 15-1.01 Introduction | 15-2 |
| 15-1.02 Purpose..... | 15-2 |
| 15-1.03 Committees | 15-2 |
| 15-1.04 Documentation..... | 15-7 |
| 15-1.05 TEO Scientific Equipment Process and Guidelines | 15-7 |

15-1.00 INTRODUCTION

15-1.01 Introduction

To provide a forum for sharing new ideas, experiences, and the opportunity to discuss general traffic engineering topics of mutual interest, the Traffic Engineering Organization (TEO) was established to better address the traffic engineering challenges of the present and the future. These challenges include the need to:

1. Remain innovative and flexible in order to maximize the traffic safety and operations benefits derived from the utilization of limited available funding for improvements.
2. Maximize the utilization of existing corridors for increasing traffic volumes.
3. Accommodate other modes of travel, including non-motorized users and non-traditional vehicles.
4. Take the initiative on matters affecting traffic safety and engineering within MnDOT.

15-1.02 Purpose

Deliberate and active pursuit of the following purposes of the TEO will produce effective cooperation within MnDOT and other agencies, and will provide better service to the traveling public.

1. Provide leadership and promote uniformity in traffic engineering practices and policies within MnDOT.
2. Play a cooperative role in addressing traffic engineering topics that affect the Districts.
3. Communicate, obtain information, and exchange ideas with other traffic engineers, MnDOT groups, other agencies, and outside groups and organizations; and become aware of and act on issues affecting MnDOT.
4. Make recommendations for the implementation of solutions to traffic problems of a department wide nature.
5. Stay abreast of new technology and methods and promote the implementation of new technology in daily practice.
6. Continue relationships with District staff and assist them in solving problems affecting District operations.
7. Provide leadership to identify, design, and deliver continuing education courses for traffic engineering professionals.

15-1.03 Committees

MnDOT has adopted a general organizational philosophy of decentralization. With regard to the Districts, the role of the Office of Traffic Engineering (OTE) is to provide leadership, education, standards and policies, technical expertise, and support.

The District Traffic Engineering Offices are largely responsible for direct public and agency contact on specific issues, as well as program delivery and traffic operations in the field.

In order to maintain efficiency in the working relationships between the Central and District Traffic Offices, MnDOT has adopted a formal TEO structure, which consists of the following committees:

- Full Committee
- Executive Committee
- Standing Committees

- Ad-Hoc Committees
- Sub Committees

Full Committee

1. Membership

Membership consists of the following:

- State Traffic Engineer
- Assistant State Traffic Engineers
- Functional Area Supervisors from OTE
- District Traffic Engineers (DTEs)
- Director of the Regional Transportation Management Center (RTMC)
- Director of the CAV-X office
- State TSMO Director
- Director of Electrical Services
- Geometrics Engineer in the Office of Project Management & Technical Support
- MnDOT State Aid representative
- Representative from the Traffic Data Analysis unit in the Office of Transportation System Management
- FHWA Safety and Traffic Operations Engineers.
- Others may be invited by TEO members to attend and participate in the meetings as non-voting members.

2. Responsibilities

Responsibilities of the Full Committee are to:

- a. Provide overall direction and guidance to MnDOT on traffic policy, operation, and uniformity.
- b. Recommend formal positions of the Organization.
- c. Initiate action on items needing work.
- d. React to items in which input from the Full Committee is desired.
- e. Exchange information related to traffic engineering issues.

3. Meetings

The responsibilities identified in number 2 above are accomplished during Full Committee meetings. There are two types of meetings: Semi-Annual meetings and Information Exchange meetings.

- a. Full Committee Semi-Annual meetings are face-to-face in order to exchange information, provide an opportunity to build relationships and work on traffic engineering issues. Meeting locations are rotated between the greater Minnesota Districts and the Twin Cities Metropolitan area, with responsibility for the Twin Cities Metropolitan area meeting rotating between Metro Traffic, RTMC, CAV-X, Electrical Services and OTE.

At Full Committee Semi-Annual meetings there are two officers, the Chair and the Recorder. Chair duties are assumed by the host district or office. Recorder duties will be assigned by the host district or office.

- b. Information Exchange meetings are held monthly via video conferencing or other remote participation method. These meetings are chaired by the State Traffic Engineer. OTE will provide a recorder for Information Exchange meetings.
4. Chair duties
 - a. The Chair of the semi-annual meeting has the duty to arrange meeting times and facilities with the Executive Committee and to govern activities at the semi-annual meeting.
 - b. The Chair of the Information Exchange has the duty to arrange meeting times and remote participation method.
5. Recorder duties
 - a. The Recorder requests agenda items, prepares the agenda in consultation with the State Traffic Engineer and distributes the agenda for the meeting.
 - b. The Recorder also takes appropriate notes and distributes them in final form to the mailing list as soon as possible after the meeting. Action items indicating who is responsible for follow-up are to be highlighted in the notes.

Executive Committee

1. Membership

Membership consists of the following:

- State Traffic Engineer
- Three non-Metro DTEs
- Metro DTE

Non-voting members include the following:

- Assistant State Traffic Engineers
- Director of Electrical Services

If a member is unavailable, an alternate should attend in their place. It is the responsibility of the member to arrange for their alternate.

After the last meeting of each year one non-Metro DTE will rotate off the committee and another will rotate on to serve on the Executive Committee for a three year term. District membership will progress in order by district number. Any vacancies that occur during the year will be filled on an interim basis by majority vote of the remaining Executive Committee members.

2. Responsibilities

Responsibilities of the Executive Committee are to:

- a. Vote on traffic engineering items brought to it by the Standing Committees or the Full Committee. Items may include the following:
 - Changes to the Traffic Engineering Manual
 - Significant changes to other traffic engineering documents
 - Significant changes to traffic engineering policies and processes
 - Controversial issues needing an official TEO position
 - Other significant issues referred to the Executive Committee
- b. Be the contact body for the Organization.
- c. Coordinate and direct the working activities of the Organization.
- d. Assist the State Traffic Engineer in recommending policy to MnDOT staff.
- e. Assist the chair of the Full Committee in arranging the meetings.

- f. Identify and present to the Full Committee those items in which input is requested.
 - g. Make decisions on behalf of and speak for the Full Committee.
 - h. Periodically review the operating procedures of each Standing Committee, Ad Hoc committee, and Sub-committee to “fine tune” them as needed.
 - i. Evaluate and approve scientific equipment requests for traffic engineering uses.
 - j. As appropriate, seek the desires of the other TEO members regarding standing Committee assignments and then make appointments. The Executive Committee will resolve all assignment conflicts by majority vote.
3. Meetings
- Executive Committee meetings are held monthly via video conference or other remote participation method. The meetings will typically follow the Information Exchange meeting.
4. Chair duties
- The State Traffic Engineer will serve as the Chair of the Executive Committee. In the absence of the Chair, another voting or non-voting member of Executive Committee may temporarily serve as Chair. The responsibilities of the Chair are to:
- a. Call meetings of the Executive Committee as needed.
 - b. Serve as the initial principal contact of the Full Committee for other people or groups.
5. Recorder duties
- OTE will provide the Recorder for the Executive Committee. The recorder will call for agenda items, prepare the agenda and take minutes for the Executive and Information Sharing meetings. Minutes and appropriate attachments will be distributed to all TEO members.
- In order to maintain transparency and provide for appropriate consideration of TEO decisions, Executive Committee agendas and materials should be made available at least 2 weeks prior to the Executive Committee meeting date for agenda items that will result in a decision. Minutes should be provided within one week of the meeting date.
6. Liaison with other groups
- A member of the Executive Committee, or one of the OTE Assistant State Traffic Engineers serves as the TEO contact with the Operation Managers Group (OMG), the Construction Managers Group (CMG), the Pre-Construction Managers Group (PCMG), the Office of Technical Support, and the District Operation Division’s staff.

TEO Standing Committees

The TEO has nine Standing Committees.

1. Active Transportation
2. ITS
3. Lighting
4. Operations
5. Pavement Marking
6. Safety
7. Signals

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8. Signing
 9. Temporary Traffic Control
 1. Membership

Each Standing Committee should consist of at least one member from OTE, two DTE's or their representatives, and additional members as deemed appropriate. Other non-members may be invited to attend, but are not allowed to vote.

Appointments to the Standing Committees will be recommended by the Standing Committee Chair and approved by the Executive Committee. Individual desires will be accommodated as much as possible.
 2. Responsibilities

The responsibilities of the Standing Committees are to:

 - a. Review, evaluate, and report to the Executive Committee on matters that have been referred to it.
 - b. Identify issues related to their focus area and provide recommendations to the Executive Committee for consideration including corresponding updates to the appropriate TEM chapter and other related technical documents.
 - c. Act as a resource group by serving on other MnDOT committees or task forces at the request of the Executive Committee.
 - d. Assist other Standing Committees when issues overlap.
 - e. Report on activities to the Full Committee and/or the Executive Committee as requested or as appropriate.
 3. Meetings
 - a. Standing Committee meeting schedules and mode are determined by the individual Standing Committees. Most committees will want to meet at least twice during a year, between the face to face Full Committee meetings. Many committees will meet more often.
 4. Chair duties

A member of the Full Committee appointed by the Executive Committee will serve as Chair of the Standing Committee. Normally, this person will be the OTE functional area engineer or their appointee.

The Standing Committee Chair will be responsible for:

 - a. Organizing the work of the Committee.
 - b. Keeping the Executive Committee informed on activities.
 - c. Ensuring that Committee work is well documented.
 5. Recorder duties

The chair will appoint a Recorder for the Standing Committee. The Standing Committee Recorder will be responsible for:

 - a. Creating and distributing an agenda for Standing Committee meetings. The Recorder will distribute the agenda to the Full Committee in addition to the members of the Standing Committee. If the agenda includes voting on an issue, the agenda must be distributed at least one week prior to the Standing Committee meeting date.
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- b. Recording and distributing minutes. The minutes should be distributed as soon as possible after the Standing Committee meeting date and should include any decisions, votes and action items with responsible person.

Ad Hoc Committees

Ad Hoc committees will be established by the Executive Committee or Standing Committees as necessary.

1. Membership

Membership will consist of a Chair and at least two other people with appropriate backgrounds (within or outside of MnDOT).

2. Responsibilities

Responsibilities for each Ad Hoc Committee will be determined by the requesting authority.

3. The requesting authority will disband the Ad Hoc Committee when its charge is completed.

Sub-Committees

1. The Full Committee, any Standing Committee or an Ad Hoc Committee may establish one or more Sub-committees to assist in carrying out its responsibilities.

2. Sub-Committees will serve at the discretion of the Committee Chair.

3. DTE/OTE Sub-Committee

The Full Committee has established a DTE/OTE Sub-Committee that consists of all the DTEs and the State Traffic Engineer and Assistant State Traffic Engineers from OTE. The DTE/OTE Sub-Committee may meet in conjunction with the Full Committee semi-annual face to face meetings and/or may meet separately. Recommended to meet quarterly. OTE Sub-Committee members will serve as chair and recorder.

15-1.04 Documentation

It is imperative that work done and decisions made within the TEO are well documented. The Executive, Standing, Ad Hoc, and Sub-Committee Chairs are responsible for keeping accurate written documentation of their activities.

The State Traffic Engineer will maintain a web-based record of meeting minutes of all TEO group activities. This will serve as the official record of the TEO's activities. Minutes will be stored for a time period consistent with MnDOT record retention policy.

The State Traffic Engineer will ensure that the appropriate parties incorporate all issues resolved by the TEO into the appropriate manuals and other technical documents.

15-1.05 TEO Scientific Equipment Process and Guidelines

The TEO Scientific Equipment Budget exists to provide a funding source for scientific equipment for traffic related functions. The Traffic Engineering Organization Executive Committee approves TEO scientific equipment requests and has established the following guidelines for distribution of the budget:

1. The Office of Traffic Engineering (OTE) will send out a notice to the DTEs near the mid-point of the fiscal year asking for TEO scientific equipment purchase requests.
2. Confer with your coworkers within your district or division to establish a combined, prioritized, and itemized list of fiscal year needs. This should be your "best guess" of your fiscal year needs.
3. Submit a prioritized and itemized request to the TEO Executive Committee. The request should include information regarding vendor, manufacturer, model information, estimated cost

and a MnDOT contact person to respond to any questions about individual requests. The cost estimate included with the request should identify if delivery is or is not included and should not include tax. Use the form for submitting each request.

4. The TEO Executive Committee will review all requests submitted at their regularly scheduled meetings and will approve expenditures. The TEO Executive Committee will maintain a spreadsheet, by fiscal year, of all requests, approvals, and acquisitions. After each review of requests, the TEO Executive Committee will update the spreadsheet.
5. OTE will act as custodian of the funds, completing the purchasing activities and updating the spreadsheet with actual cost information.
6. As the fiscal year progresses, additions may be made to previous requests if available funds still remain within the budget. Revised request lists submitted to the TEO Executive Committee should clearly indicate what items are NEW requests.

Guidelines for Requests:

- The budget is for equipment necessary to integrate systems, deliver the program (inspection and operation), maintain, retrofit, construct, operate and manage systems.
- Acquisitions must be related to traffic functions.
- Preference will be given to requests that will demonstrate innovation that can be considered for more widespread future adoption.
- Acquisitions should be over \$1,500 (equipment for lesser amounts should be handled within office budget).
- The budget is not for vehicle acquisition.
- The budget is not for office PC acquisition or office software acquisition. (Software integral to the operation of the equipment being procured is eligible.)
- Ongoing operational, maintenance or license fees are not eligible.

| Scientific Equipment Request Form | |
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| Division/District: | Date of Request: |
| Requestor: | Phone Number: |
| Item: | Item Number: |
| Number of Items: | Model: |
| Manufacturer: | Vendor: |
| Estimated Cost per Item: | Total Estimated Cost: |
| Activity Code: | |
| Purpose of the equipment: | |
| Benefits to the Division/District: | |
| Date Approved by TEO Executive Committee: _____ | |

* Attach specifications if available.