

APPENDIX E

Ordinance Type Creation

NOTE 1 – Document created using TEAAS Version 11.05.0001

NOTE 2 – New ordinance types require a TEAAS server restart to be available for use.

This document provides information and instruction on how to create ordinance types for use in the ordinance system. Note that the following can also be used to modify existing ordinance types. Ordinance types that have one or more actual ordinances written under them shall not be deleted.

I. Requirements

The following items are required before users can create new ordinance types:

1. TEAAS version 11.05.0001 or later
2. TEAAS role of “Ordinance Administrator” (OA)

II. Fields and Codes

1. Ordinance Type Code – the unique code for this ordinance type (it is system generated but can be overwritten); similar ordinance types should have similar numbers (i.e. 301, 302, 303, etc.)
2. Ordinance Type Description – a short but clear “official title” for the ordinance type
3. Ordinance Type Status – indicates if new ordinances can be written using this ordinance type
A – Active ordinance type (new ordinances can be created using this type)
I – Inactive ordinance type (no new ordinances can be created using this type.)
4. Overlap Type List – list of ordinance types, separated by the Tilda symbol (“~”), that this ordinance shall NOT overlap with (i.e. “27~60~61~81”). **Note that this ordinance type must also be added to all ordinance types listed in this field!**
5. Specific Legal Authority – enter ALL specific statutory and administrative code references (including subchapters and subparts) that support the ordinance type here (i.e. “20-158 (a) (1,2)”, “19A:02B.0212 (a)”, etc.)
6. Statute List – enter the statute (if appropriate) from where the specific legal authority for the ordinance and/or signing comes from (i.e. “20-158”)
7. NCAC List – enter the administrative code (if appropriate) from where the specific legal authority for the ordinance and/or signing comes from (i.e. “19A:02B.0212”)

8. Report Type – enter the report type to be used for ordinances written under this ordinance type

- 1 – Report displaying the "description" field instead of the "detailed description" field.
- 2 – Report with speed limits listed (car and truck speed limit fields).
- 3 – Report for a point location (i.e. no right turn on red) indicating the intersecting route.
- 4 – Report used exclusively for stop and yield ordinances.
- 5 – Report displaying the "detailed description" field instead of the "description" field.

9. Sign Required

- 1 – Signing not required by statute or code.
- 2 – Signing only required by statute or code if a prohibition exists.
- 3 – Signing is required by statute or code.
- 4 – Signing or marking is required by statute or code.
- 5 – Marking is required by statute or code.

10. Speed Limit (allowed)

- Y – Speed limits (cars and trucks) can be entered.
- N – Speed limits (cars and trucks) cannot be entered.

11. Speed Limit (required)

- Y – Speed limits (cars and trucks) must be entered (i.e. speed limit ordinances).
- N – Speed limits (cars and trucks) may/may not be entered depending on whether or not they are allowed.

12. City (allowed)

- Y – The name of the municipality can be entered (allows reports to be run by municipality).
- N – The name of the municipality cannot be entered.

13. City (required)

- Y – The name of the municipality must be entered (i.e. municipal speed limit ordinances).
- N – The name of the municipality may/may not be entered depending on whether or not it is allowed.

14. End Point (allowed)

- Y – An end reference road, offset, and direction can be entered (i.e. ordinances that are segment ordinances such as truck restrictions, or may be point ordinances/segment ordinances such as no U-turns, no left turns, etc.).
- N – An end reference road, offset, and direction cannot be entered.

15. End Point (required)

Y – An end reference road, offset, and direction must be entered (i.e. segment ordinances).

N – An end reference road, offset, and direction may/may not be entered depending on whether or not end points are allowed.

16. Municipality Approval (allowed)

Y – Concurrence may be required by the municipality.

N – Concurrence is not needed by the municipality.

17. Municipality Approval (required)

Y – Concurrence is required by the municipality.

N – Concurrence by the municipality may/may not be obtained depending on whether or not it is allowed.

18. Detailed Description Allowed (Others)

Y – The “Detailed Description” can have information entered.

N – The “Detailed Description” cannot have information entered.

19. Investigation Required (Others)

Y – A "traffic and engineering study" (investigation) is required by statute or code.

N – A "traffic and engineering study" (investigation) is not required by statute or code.

20. Justification Required (Others)

Y – The "Justification or Comments" field must have justification entered.

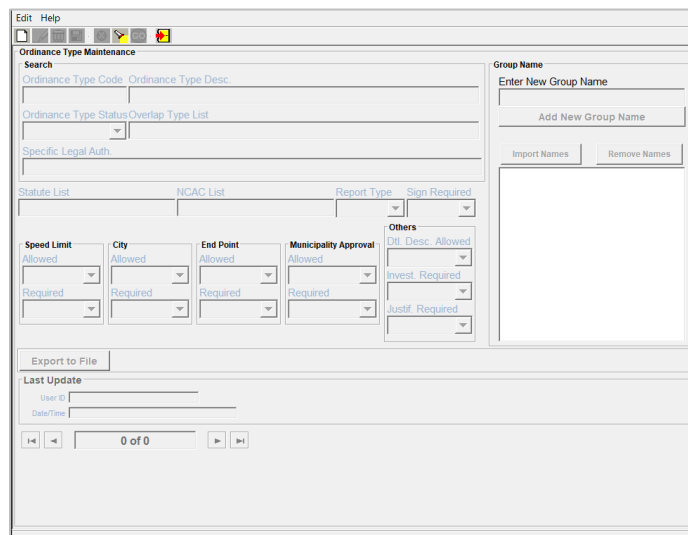
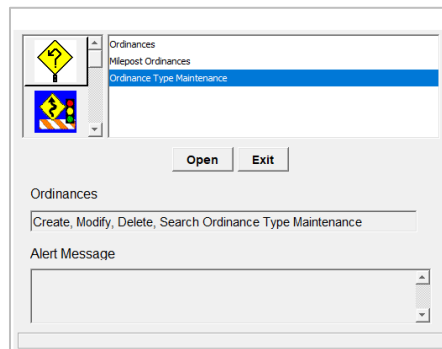
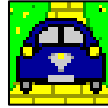
N – The "Justification or Comments" field cannot have justification entered.

21. Group Name

- Leave blank for now.

III. Process

Step 1: Open TEAAS, then open the “Ordinances Type Maintenance” sub-function in the “Ordinances” function.



Step 2: Click on the “New (Ctrl+N)” button.

The screenshot shows a web application window titled "Ordinance Type Maintenance". The interface includes a search bar with "101" entered, a dropdown menu for "Ordinance Type Status/Overlap Type List", and a text field for "Specific Legal Auth.". Below these are fields for "Statute List", "NCAC List", "Report Type", and "Sign Required". A section titled "Speed Limit" contains dropdowns for "Allowed" and "Required" under "City", "End Point", and "Municipality Approval". An "Others" section has dropdowns for "Dist. Desc. Allowed", "Invest. Required", and "Justif. Required". On the right, a "Group Name" section has a text input for "Enter New Group Name", an "Add New Group Name" button, and "Import Names" and "Remove Names" buttons. At the bottom, there is an "Export to File" button, a "Last Update" section with "User ID" and "Date/Time" fields, and a pagination control showing "0 of 0".

Step 3: Enter the required information in each of the appropriate fields.

Step 4: Click the “Save (Ctrl+S)” icon to save the new ordinance type.

Step 5: Adjust overlaps for existing ordinances (as needed).

Step 6: New ordinance types are only refreshed in TEAAS during server restarts (generally scheduled for 0300 every Sunday morning).