



## Administrative, Communication and Education Committee Meeting Agenda

Wednesday, July 1, 2020 @ 10:30 AM

*In accordance with Gov. Gretchen Whitmer and the Michigan Department of Health and Human Services' [recommendations designed to help prevent the spread of Coronavirus Disease 2019 \(COVID-19\)](#), this will be an online-conference call meeting.*

Meeting Telephone Conference Line: +1 248-509-0316 Access Code: 181 379 573#

Web Meeting Access Link: [Join Microsoft Teams Meeting](#)

*Persons needing accommodations for participating in this meeting should contact Niles Annelin at least 24 hours prior to the start of this meeting: [annelinn@michigan.gov](mailto:annelinn@michigan.gov) Phone: (517) 335-2893*

1. **Welcome - Call to Order – Introductions**
2. **Changes or Additions to the Agenda (*Action Item as needed*)**
3. **Public Comments on Non-Agenda Items**
4. **Consent Agenda (*Action Item*)**
  - 4.1. Approval of the April 15, 2020 Meeting Minutes (*Attachment 1*)
  - 4.2. TAMC Financial Report (*Attachment 2*)
5. **TAMC Program Budget**
  - 5.1. Budget Process Timeline & Supporting Information (*Memo*)
  - 5.2. FY21 Regional/Metropolitan Planning Allocations and Unified Work Program (*Memo & Attachment 3*)
6. **Review & Discussion Items:**
  - 6.1. TAMC 2020 Fall Conference – *Strong/Belknap/Colling (Memo)*
  - 6.2. TAMC Awards 2020 Update – *Belknap (Memo)*
  - 6.3. TAMC Work Program & 2020 TAMC Strategic Planning Session – *Belknap (Memo & Attachment 4)*
  - 6.4. Update on TAMC Articles for Michigan Local Technical Assistance Program's *The Bridge* Newsletter & American Public Works Association's *Reporter* Newsletter
7. **Public Comments**
8. **Member Comments**
9. **Adjournment: *Next meeting August 5, 2020 – Aeronautics 2nd Floor Commission Room, 2700 Port Lansing Rd., Lansing, MI***

**TRANSPORTATION ASSET MANAGEMENT COUNCIL  
ADMINISTRATIVE, COMMUNICATION, and EDUCATION COMMITTEE**

April 15, 2020 at 10:30 a.m.

Meeting was held via Teleconference per Governor Gretchen Whitmer's Executive Order Discontinuing  
In-Person/Large Meetings Due to the Coronavirus 19 Pandemic

**MINUTES**

**\*\*Frequently Used Acronyms Attached**

**Members Present:**

Derek Bradshaw, MAR  
Jonathan Start, MTPA/KATS – Chair  
Todd White, MDOT

Gary Mekjian, MML  
Rob Surber, DTMB/CSS

**Support Staff Present:**

Niles Annelin, MDOT  
Tim Colling, MTU/LTAP  
Cheryl Granger, DTMB/CSS  
Craig Newell, MDOT

Roger Belknap, MDOT  
Jesus Esparza, MDOT  
Dave Jennett, MDOT  
Gloria Strong, MDOT

**Members Absent:**

None

**Public Present:**

Amber Hicks, MIC

**1. Welcome – Call-to-Order – Introductions:**

The meeting was called to order at 10:30 a.m. Everyone was welcomed and introduced at the meeting.

**2. Changes or Additions to the Agenda:**

None

**3. Public Comments on Non-Agenda Items:**

None

**4. Consent Agenda – J. Start (Action Item):**

**4.1. - Approval of the February 5, 2020 Meeting Minutes (Attachment 1)**

**Motion:** D. Bradshaw made a motion to approve the February 5, 2020 meeting minutes; T. White seconded the motion. The motion was approved by all members present.

**4.2. – TAMC Financial Report – R. Belknap (Attachment 2)**

R. Belknap provided a copy of the April 8, 2020 TAMC Budget Financial Report – FY2018-FY2020. R. Belknap did a brief review of the report and answered questions from the Committee. J. Start also noted South Central Michigan has not submitted billings since first quarter and requested R. Belknap check with them to find out the status of their billings.

**Action Item:** R. Belknap will check with South Central Michigan and find out the status of their activities and invoices.

## **5. Transportation Asset Management Council Program Budget – R. Belknap:**

### **5.1. – Budget Process Timeline and Supporting Information**

R. Belknap is still working with MDOT Finance reviewing invoices, etc. and MTU is also reviewing their culvert expenditures in order to find out how much money remains available from the \$2 million 2018 Culvert Pilot Project appropriation. Part of the remaining culvert funds will be used by MTU and CSS to develop best practices. The TAMC Bridge Committee is also working on making decisions on how TAMC can use the remaining culvert funds for additional culvert data collections.

R. Belknap explained that there have been ongoing discussions on how TAMC can improve their budget timelines and processes. The 2021 TAMC Budget was approved in January of 2020. TAMC is funded through the Michigan Transportation Funds (MTF). The allocations for FY 2021 for the planning regions were kept the same as the current FY 2020 allocations.

**Action Item:** R. Belknap will continue to review invoices and records with MDOT Finance/MTU to find out how much money remains from the 2018 Culvert Pilot Project funds.

### **5.2. – Regional and Metropolitan Planning Allocations and Unified Work Program (Memo and Attachment 3)**

The allocations for FY 2021 for the planning regions were kept the same as the current FY 2020 allocations. It was suggested that if TAMC were to change the language in the Unified Work Programs, it should be discussed at the strategic planning session and have those changes take effect in 2022. This will be placed on the Strategic Planning Session agenda.

## **6. Review and Discussion Items:**

### **6.1. – TAMC Conferences and Sponsored Trainings – G. Strong/T. Collings/C. Granger/R. Belknap**

The TAMC Conference has been postponed until further notice due to the Governor's ban on conferences during the Coronavirus pandemic. G. Strong gave the Committee options for holding a conference one of which was to cancel the spring conference for 2020. Even after the ban is lifted there may be some concerns from others about TAMC holding a conference when the state of Michigan is under a financial constraint. A. Hicks stated she is not aware of MIC having any concerns at this time. T. White feels the optics are not so great. There is also a moratorium on MDOTers attending conferences (Governor Whitmer's Executive Order Directive 2020-03 banning non-essential travel and trainings until further notice) so this will be an issue as many of our attendees are MDOTers. It takes TAMC support staff at least 3-4 months to pull together a conference. The ACE Committee decided to cancel the conference and focus on doing the TAMC fall conference in the upper peninsula this year. The ACE Committee would like to do the 2021 spring TAMC conference at the Amway Grand Plaza Hotel next year if possible. This virus may come back we need to keep that in mind and plan accordingly for the fall conference; it may also need to be canceled.

**Motion:** A Motion was made by D. Bradshaw to cancel the 2020 Spring TAMC Conference and only have a Fall TAMC Conference in 2020. If possible, hold the 2021 Spring Conference at the Amway Grand Hotel; T. White seconded the motion. A roll call was conducted for committee members to cast their votes. The motion was approved by all members present.

**Action Item:** T. Collings will take down the conference registration from their Website.

**Action Item:** G. Strong will contact the sponsors and get direction on their sponsorship checks received.

T. Collings reported that MTU has changed their training dates for new raters. They have added new dates in June 2020. The Asset Management Plan trainings are going on as planned. The onsite trainings that were scheduled for May of 2020 are being changed over to web-based trainings. MTU will also be experimenting with doing an office hour to sit in small groups to work on agency asset management plans. MTU will conduct a Compliance Plan training webinar tomorrow.

C. Granger reported that CSS conducted an IRT training webinar yesterday and had approximately 20-25 participants. CSS is currently working on moving the onsite trainings to web-based trainings but have had some issues. They plan to hold webinar trainings in June for the Upper Peninsula and Gaylord. With the moratorium on state workers going to trainings and conferences (Governor Whitmer's Executive Order Directive 2020-03 banning non-essential travel and trainings until further notice) CSS has canceled the on-site Saginaw IRT training and will reschedule it to a webinar training possibly using Microsoft Teams app to conduct the training. CSS will change the April – June trainings to Web-based.

**Motion:** D. Bradshaw made a motion to change the Saginaw, Gaylord and Upper Peninsula IRT trainings to web-based trainings; G. Mekjian seconded the motion. A roll call was conducted for committee members to cast their votes. The motion was approved by all members present.

#### **6.2. - TAMC Awards 2020 Update – R. Belknap (Memo and Attachment 4)**

R. Belknap sent out a request for award nominations through the TAMC and Act 51 ListServe system. TAMC has two awards that are given - an Organization Achievement Award and the Carmine Palombo Award. The two awards are usually presented to the award winners during the spring TAMC conference. The award nomination deadlines have been extended through May 2020. So far, no nominations have been given. In the past, TAMC has not received many nominations. R. Belknap requested that the ACE forego presenting the two awards this year. The ACE Committee decided to wait and see if TAMC receives any nominations for the two awards. If nominations are received and approved by the ACE Committee, they will be presented at the October 2020 TAMC Fall Conference.

Support staff (D. Jennett) would like to give a service award to Peter Vanstien, a coordinator from CUPPAD, who is retiring and has been very active with the TAMC program, and Mary Crane who is also active with the TAMC program and assisting with Roadsoft. The service award is not an asset management award but an individual award for people that have assisted the Council in some way. The ACE Committee supports giving the service awards to these two individuals at the October 2020 Fall Conference. R. Belknap stated that they do not need a motion from the ACE Committee to provide an award plaque to the recipients. If anyone else has someone that they feel they should receive a service award at the 2020 Fall Conference they can submit those names to the ACE Committee and R. Belknap for consideration and approval.

#### **6.3. – Preparations for the 2019 Michigan Roads and Bridges Annual Report – D. Jennett**

D. Jennett gave a brief update and review of a few areas that he wanted to share with the ACE Committee on the annual report. He will review the full annual report this afternoon at today's Full Council meeting. He thanked everyone for their contributions to the completion of the annual report.

##### **6.3.1. – Timing of Press Releases, Distribution of the Annual Report and Due Date – R. Belknap/D. Jennett**

R. Belknap provided a draft cover letter that will go with the annual report and the press release. The Committee approved the cover letter and press release but would like R. Belknap to contact the Council Chair, Joanna Johnson, for quotes to be added to the press release. As always, if there are any media inquiries they should go to the Chair, J. Johnson for response.

##### **6.3.2. – Website, Dashboards and Interactive Map Updates – C. Granger**

The annual report will be placed on the TAMC website at the time the formal annual report goes out. The ACE Committee would like the annual report released on Thursday, April 30, 2020. They will verify this date with full Council at today's full Council meeting this afternoon. Simultaneously, the new dashboards and interactive map will be released. The dashboards are in the test mode and have found a couple of minor issues that need to be resolved. CSS feels they will still be able to release the dashboards and interactive maps on April 30, 2020, to stay consistent with the release of the annual report.

**Motion:** D. Bradshaw made a motion to adopt the annual report; G. Mekjian seconded the motion. A roll call vote was conducted for committee members to cast their votes. The motion was approved by all members present.

**Action Item:** R. Belknap to contact J. Johnson, TAMC Chair, for quotes for the annual report press release.

**Action Item:** 2019 Roads and Bridges Annual Report, press release, website update, dashboards and interactive maps all to be released on Thursday, April 30, 2020.

**6.4. – Status of ACE Committee Priorities in the TAMC Work Program and the June 3, 2020 TAMC Strategic Planning Session – R. Belknap (Memo and Attachment 6)**

R. Belknap has reviewed the current TAMC Work Program goals and objectives and provided status updates on each item listed in the work program for the ACE Committee. He would like to provide the final updated list to the full Council prior to the June TAMC Strategic Planning Session. The ACE Committee will review the document provided from R. Belknap and provide him with any feedback/comments/corrections. The Committee will also need to provide to R. Belknap any additions that they would like to see on the Strategic Planning Session agenda. These are needed to make the next TAMC Work Program.

**Action Item:** All ACE Committee members to review the TAMC Work Program document and provide R. Belknap will any comments/corrections to the document as well as any agenda items that they would like added to the TAMC Strategic Planning Session agenda.

**6.5. – TAMC Articles for the Michigan Local Technical Assistance Program’s “The Bridge” Newsletter and the American Public Works Association’s Reporter Newsletter – D. Jennett/T. Collings**

D. Jennett will contact Vicki Sage at MTU to discuss what TAMC will need to provide to place an article in the next “The Bridge” newsletter (version 33.1). MTU will need the drafted article by early June 2020 per T. Colling.

**Action Item:** D. Jennett will contact Vicki Sage at MTU to discuss the TAMC article for the “Bridge” newsletter as soon as possible.

**7. Public Comments:**

None

**8. Member Comments:**

None

**9. Adjournment:**

D. Bradshaw made a motion to adjourn the meeting; G. Mekjian seconded the motion. The motion was approved by all members present. The meeting adjourned at 11:53 a.m. The next meeting will be held July 1, 2020 at 10:30 a.m., MDOT Aeronautics Bldg., 2700 Port Lansing Road, 2<sup>nd</sup> Floor Commission Conference Room, Lansing, Michigan.

**TAMC FREQUENTLY USED ACRONYMS:**

<b>AASHTO</b>	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
<b>ACE</b>	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
<b>ACT-51</b>	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN’S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
<b>ADA</b>	AMERICANS WITH DISABILITIES ACT
<b>ADARS</b>	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
<b>BTP</b>	BUREAU OF TRANSPORTATION PLANNING (MDOT)

<b>CFM</b>	COUNCIL ON FUTURE MOBILITY
<b>CPM</b>	CAPITAL PREVENTATIVE MAINTENANCE
<b>CRA</b>	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
<b>CSD</b>	CONTRACT SERVICES DIVISION (MDOT)
<b>CSS</b>	CENTER FOR SHARED SOLUTIONS
<b>CUPPAD</b>	CENTRAL UPPER PENINSULA PLANNING & DEVELOPMENT REGION
<b>ESL</b>	EXTENDED SERVICE LIFE
<b>FAST</b>	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
<b>FHWA</b>	FEDERAL HIGHWAY ADMINISTRATION
<b>FOD</b>	FINANCIAL OPERATIONS DIVISION (MDOT)
<b>FY</b>	FISCAL YEAR
<b>GLS REGION V</b>	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
<b>GVMC</b>	GRAND VALLEY METRO COUNCIL
<b>HPMS</b>	HIGHWAY PERFORMANCE MONITORING SYSTEM
<b>IBR</b>	INVENTORY BASED RATING
<b>IRI</b>	INTERNATIONAL ROUGHNESS INDEX
<b>IRT</b>	INVESTMENT REPORTING TOOL
<b>KATS</b>	KALAMAZOO AREA TRANSPORTATION STUDY
<b>KCRC</b>	KENT COUNTY ROAD COMMISSION
<b>LDC</b>	LAPTOP DATA COLLECTORS
<b>LTAP</b>	LOCAL TECHNICAL ASSISTANCE PROGRAM
<b>MAC</b>	MICHIGAN ASSOCIATION OF COUNTIES
<b>MAP-21</b>	MOVING AHEAD FOR PROGRESS IN THE 21 <sup>ST</sup> CENTURY (ACT)
<b>MAR</b>	MICHIGAN ASSOCIATION OF REGIONS
<b>MDOT</b>	MICHIGAN DEPARTMENT OF TRANSPORTATION
<b>MDTMB</b>	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
<b>MIC</b>	MICHIGAN INFRASTRUCTURE COMMISSION
<b>MITA</b>	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
<b>MML</b>	MICHIGAN MUNICIPAL LEAGUE
<b>MPO</b>	METROPOLITAN PLANNING ORGANIZATION
<b>MTA</b>	MICHIGAN TOWNSHIPS ASSOCIATION
<b>MTF</b>	MICHIGAN TRANSPORTATION FUNDS
<b>MTPA</b>	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
<b>MTU</b>	MICHIGAN TECHNOLOGICAL UNIVERSITY
<b>NBI</b>	NATIONAL BRIDGE INVENTORY
<b>NBIS</b>	NATIONAL BRIDGE INSPECTION STANDARDS
<b>NFA</b>	NON-FEDERAL AID
<b>NFC</b>	NATIONAL FUNCTIONAL CLASSIFICATION
<b>NHS</b>	NATIONAL HIGHWAY SYSTEM
<b>PASER</b>	PAVEMENT SURFACE EVALUATION AND RATING
<b>PNFA</b>	PAVED NON-FEDERAL AID
<b>PWA</b>	PUBLIC WORKS ASSOCIATION
<b>QA/QC</b>	QUALITY ASSURANCE/QUALITY CONTROL
<b>RBI</b>	ROAD BASED INVENTORY
<b>RCKC</b>	ROAD COMMISSION OF KALAMAZOO COUNTY
<b>ROW</b>	RIGHT-OF-WAY
<b>RPA</b>	REGIONAL PLANNING AGENCY
<b>RPO</b>	REGIONAL PLANNING ORGANIZATION
<b>SEMCOG</b>	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
<b>STC</b>	STATE TRANSPORTATION COMMISSION
<b>STP</b>	STATE TRANSPORTATION PROGRAM
<b>TAMC</b>	TRANSPORTATION ASSET MANAGEMENT COUNCIL
<b>TAMCSD</b>	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
<b>TAMP</b>	TRANSPORTATION ASSET MANAGEMENT PLAN

<b>TPM</b>	TRANSPORTATION PERFORMANCE MEASURES
<b>UWP</b>	UNIFIED WORK PROGRAM

S:/GLORIASTRONG/TAMC FREQUENTLY USED ACRONYMS.11.27.2018.GMS

DRAFT

TAMC Budget Financial Reporting - FY18-FY20



		FY18 Budget		FY18 Actual		FY19 Budget		FY19 Year to Date		FY20 Budget		FY20 Year to Date							
			\$	Spent	Balance	\$	Spent	Balance	\$	Spent	Balance	\$	Spent	Balance					
(most recent invoice)																			
<b>I. Data Collection &amp; Regional-Metro Planning Asset Management Program</b>																			
Battle Creek Area Transportation Study	1QTR-20	\$	20,500.00	\$	20,213.36	\$	286.64	\$	20,500.00	\$	15,619.52	\$	4,880.48	\$	20,500.00	\$	5,448.98	\$	15,051.02
Bay County Area Transportation Study	2QTR-20	\$	21,100.00	\$	8,028.84	\$	13,071.16	\$	21,100.00	\$	21,100.00	\$	-	\$	19,900.00	\$	6,439.60	\$	13,460.40
Central Upper Peninsula Planning and Development	2QTR-20	\$	47,000.00	\$	47,000.00	\$	-	\$	47,000.00	\$	47,000.00	\$	-	\$	50,000.00	\$	19,511.59	\$	30,488.41
East Michigan Council of Governments	May	\$	111,000.00	\$	81,559.65	\$	29,440.35	\$	111,000.00	\$	96,962.88	\$	14,037.12	\$	108,000.00	\$	64,692.03	\$	43,307.97
Eastern Upper Peninsula Regional Planning & Devel.	2QTR-20	\$	23,100.00	\$	23,100.00	\$	-	\$	23,100.00	\$	23,100.00	\$	-	\$	25,000.00	\$	4,731.70	\$	20,268.30
Genesee Lapeer Shiawassee Region V Planning Com.	Apr	\$	46,000.00	\$	45,954.99	\$	45.01	\$	46,000.00	\$	45,695.89	\$	304.11	\$	46,000.00	\$	\$9,280.44	\$	36,719.56
Grand Valley Metropolitan Council	1QTR-20	\$	25,000.00	\$	12,060.69	\$	12,939.31	\$	25,000.00	\$	18,410.63	\$	6,589.37	\$	24,000.00	\$	155.00	\$	23,845.00
Kalamazoo Area Transportation Study	2QTR-20	\$	22,000.00	\$	21,588.77	\$	411.23	\$	22,000.00	\$	21,944.89	\$	55.11	\$	22,000.00	\$	5,631.54	\$	16,368.46
Macatawa Area Coordinating Council	2QTR-20	\$	20,200.00	\$	9,575.57	\$	10,624.43	\$	20,200.00	\$	7,271.32	\$	12,928.68	\$	19,000.00	\$	1,933.63	\$	17,066.37
Midland Area Transportation Study	2QTR-20	\$	21,000.00	\$	20,857.81	\$	142.19	\$	21,000.00	\$	19,973.54	\$	1,026.46	\$	21,000.00	\$	2,544.60	\$	18,455.40
Northeast Michigan Council of Governments	Apr	\$	52,200.00	\$	52,200.00	\$	-	\$	46,000.00	\$	46,000.00	\$	-	\$	51,000.00	\$	21,822.39	\$	29,177.61
Networks Northwest	2QTR-20	\$	72,000.00	\$	71,915.46	\$	84.54	\$	72,000.00	\$	72,000.00	\$	-	\$	75,000.00	\$	7,229.98	\$	67,770.02
Region 2 Planning Commission	1QTR-20	\$	42,000.00	\$	29,362.33	\$	12,637.67	\$	42,000.00	\$	34,881.00	\$	7,119.00	\$	40,000.00	\$	3,518.00	\$	36,482.00
Saginaw County Metropolitan Planning Commission		\$	22,200.00	\$	22,000.00	\$	200.00	\$	22,200.00	\$	21,012.84	\$	1,187.16	\$	21,000.00	\$	-	\$	21,000.00
Southcentral Michigan Planning Commission	2QTR-20	\$	57,300.00	\$	37,137.28	\$	20,162.72	\$	57,300.00	\$	57,178.82	\$	121.18	\$	55,000.00	\$	9,471.40	\$	45,528.60
Southeast Michigan Council of Governments	May	\$	174,000.00	\$	174,000.00	\$	-	\$	174,000.00	\$	134,547.05	\$	39,452.95	\$	174,000.00	\$	77,298.01	\$	96,701.99
Southwest Michigan Planning Commission	2QTR-20	\$	41,000.00	\$	41,000.00	\$	-	\$	41,000.00	\$	40,041.56	\$	958.44	\$	41,000.00	\$	4,546.28	\$	36,453.72
Tri-County Regional Planning Commission	2QTR-20	\$	40,000.00	\$	21,680.54	\$	18,319.46	\$	40,000.00	\$	39,983.00	\$	17.00	\$	40,000.00	\$	18,343.09	\$	21,656.91
West Michigan Regional Planning Commission	Apr	\$	91,000.00	\$	74,351.07	\$	16,648.93	\$	91,000.00	\$	76,853.36	\$	14,146.64	\$	88,000.00	\$	28,239.34	\$	59,760.66
West Michigan Shoreline Regional Development Com.	May	\$	54,000.00	\$	51,333.45	\$	2,666.55	\$	54,000.00	\$	53,996.04	\$	3.96	\$	54,000.00	\$	19,410.72	\$	34,589.28
Western Upper Peninsula Regional Planning & Devel.	2QTR-20	\$	40,000.00	\$	40,000.00	\$	-	\$	40,000.00	\$	40,000.00	\$	-	\$	42,000.00	\$	6,627.03	\$	35,372.97
MDOT Region Participation	3/31/20	\$	80,000.00	\$	56,032.80	\$	23,967.20	\$	41,440.00	\$	53,614.23	\$	(12,174.23)	\$	30,000.00	\$	7,424.70	\$	22,575.30
PASER Quality Review Contract	9/3/19	\$		\$		\$		\$	50,000.00	\$	41,683.39	\$	8,316.61	\$	50,000.00	\$	-	\$	50,000.00
<b>Fed. Aid Data Collection &amp; RPO/MPO Program Total</b>		\$	<b>1,116,400.00</b>	\$	<b>960,952.61</b>	\$	<b>155,447.39</b>	\$	<b>1,127,840.00</b>	\$	<b>1,028,869.96</b>	\$	<b>98,970.04</b>	\$	<b>1,116,400.00</b>	\$	<b>324,300.05</b>	\$	<b>792,099.95</b>
<b>III. TAMC Central Data Agency (MCSS)</b>																			
Project Management	5/28/20	\$	42,000.00	\$	46,585.00	\$	(4,585.00)	\$	60,000.00	\$	76,242.50	\$	(16,242.50)	\$	64,200.00	\$	65,752.00	\$	(1,552.00)
Data Support /Hardware / Software	5/28/20	\$	68,800.00	\$	67,800.00	\$	1,000.00	\$	55,000.00	\$	17,721.70	\$	37,278.30	\$	37,000.00	\$	19,850.00	\$	17,150.00
Application Development / Maintenance / Testing	5/28/20	\$	114,475.00	\$	115,250.00	\$	(775.00)	\$	135,000.00	\$	109,927.04	\$	25,072.96	\$	166,000.00	\$	122,500.00	\$	43,500.00
Help Desk / Misc Support / Coordination	5/28/20	\$	70,200.00	\$	68,200.00	\$	2,000.00	\$	61,900.00	\$	54,227.18	\$	7,672.82	\$	53,250.00	\$	30,800.00	\$	22,450.00
Training	5/28/20	\$	34,950.00	\$	24,850.00	\$	10,100.00	\$	28,660.00	\$	22,071.77	\$	6,588.23	\$	26,000.00	\$	3,700.00	\$	22,300.00
Data Access / Reporting	5/28/20	\$	49,575.00	\$	52,175.00	\$	(2,600.00)	\$	38,000.00	\$	30,441.33	\$	7,558.67	\$	28,500.00	\$	36,500.00	\$	(8,000.00)
<b>TAMC Central Data Agency (MCSS) Total</b>		\$	<b>380,000.00</b>	\$	<b>374,860.00</b>	\$	<b>5,140.00</b>	\$	<b>378,560.00</b>	\$	<b>310,631.52</b>	\$	<b>67,928.48</b>	\$	<b>374,950.00</b>	\$	<b>279,102.00</b>	\$	<b>95,848.00</b>
<b>IV. MTU Training &amp; Education Program Contract</b>	6/17/20	\$	<b>235,000.00</b>	\$	<b>234,534.14</b>	\$	<b>465.86</b>	\$	<b>220,000.00</b>	\$	<b>219,311.14</b>	\$	<b>688.86</b>	\$	<b>225,000.00</b>	\$	<b>96,993.18</b>	\$	<b>128,006.82</b>
<b>V. MTU Activities Program Contract</b>	6/17/20	\$	<b>115,000.00</b>	\$	<b>114,089.32</b>	\$	<b>910.68</b>	\$	<b>120,000.00</b>	\$	<b>113,588.36</b>	\$	<b>6,411.64</b>	\$	<b>115,000.00</b>	\$	<b>51,474.77</b>	\$	<b>63,525.23</b>
<b>VI. TAMC Expenses</b>																			
Fall Conference Expenses	12/10/19	\$	10,000.00					\$	10,000.00					\$	10,000.00				
Fall Conf. Attendance Fees + sponsorship Fees	12/10/19	\$		\$	4,405.00			\$		\$	6,755.00			\$		\$	6,890.00		
Net Fall Conference	12/10/19	\$	14,405.00	\$	7,269.00	\$	7,136.00	\$	16,755.00	\$	7,507.40	\$	9,247.60	\$	16,890.00	\$	6,781.90	\$	10,108.10
Spring Conference Expenses	6/27/19	\$	3,800.00					\$	10,000.00					\$	10,000.00				
Spring Conf. Attendance Fees + sponsorship Fees	6/27/19	\$		\$	8,350.00			\$		\$	9,790.00			\$		\$	-		
Net Spring Conference	6/27/19	\$	12,150.00	\$	7,439.36	\$	4,710.64	\$	19,790.00	\$	8,562.18	\$	11,227.82	\$	-	\$	-	\$	10,000.00
Unallocated / Contingency		\$		\$		\$		\$		\$		\$		\$	10,000.00	\$		\$	10,000.00
Other Council Expenses	3/12/20	\$	10,000.00	\$	7,301.72	\$	2,698.28	\$	10,000.00	\$	5,073.95	\$	4,926.05	\$	10,000.00	\$	2,046.24	\$	7,953.76
<b>TAMC Expenses Total</b>		\$	<b>36,555.00</b>	\$	<b>22,010.08</b>	\$	<b>14,544.92</b>	\$	<b>46,545.00</b>	\$	<b>21,143.53</b>	\$	<b>25,401.47</b>	\$	<b>46,890.00</b>	\$	<b>8,828.14</b>	\$	<b>38,061.86</b>
<b>Total Program</b>		\$	<b>1,882,955.00</b>	\$	<b>1,706,446.15</b>	\$	<b>176,508.85</b>	\$	<b>1,892,945.00</b>	\$	<b>1,693,544.51</b>	\$	<b>199,400.49</b>	\$	<b>1,878,240.00</b>	\$	<b>8,828.14</b>	\$	<b>1,869,411.86</b>
<b>Appropriation</b>		\$	<b>1,876,400.00</b>			9.37%		\$	<b>1,876,400.00</b>			10.53%		\$	<b>1,876,400.00</b>				99.53%
<b>VII. Special Projects with Separate Budgets</b>																			
<b>MI Local Agency Culvert Inventory Pilot (FY18 HB4320 S-3)</b>																			
Central Data Agency (MCSS)	5/28/20	\$	15,000.00	\$	9,312.00	\$	5,688.00	\$	-	\$	-	\$	-	\$	25,000.00	\$	12,250.00	\$	12,750.00
MTU Culvert Project Activities & Training Program	6/17/20	\$	172,100.00	\$	172,100.00	\$	-	\$	-	\$	-	\$	-	\$	55,011.46	\$	24,027.10	\$	30,984.36
TAMC Administration & Contingency	3/2/20	\$	84,438.00	\$	-	\$	84,438.00	\$	-	\$	-	\$	-	\$	472,863.51	\$	-	\$	472,863.51
Central Upper Peninsula Planning and Development	3 QTR 18	\$	88,641.00	\$	51,909.64	\$	36,731.36	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
East Michigan Council of Governments	Sept '18	\$	328,607.00	\$	259,229.13	\$	69,377.87	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Eastern Upper Peninsula Regional Planning & Devel.	4 QTR 18	\$	5,688.00	\$	5,034.70	\$	653.30	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Genesee Lapeer Shiawassee Region V Planning Com.	Sept '18	\$	124,909.00	\$	54,266.60	\$	70,642.40	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Grand Valley Metropolitan Council	4 QTR 18	\$	77,782.00	\$	69,733.25	\$	8,048.75	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Kalamazoo Area Transportation Study	Sept '18	\$	50,402.00	\$	15,879.65	\$	34,522.35	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Northeast Michigan Council of Governments	Sept '18	\$	33,506.00	\$	21,781.96	\$	11,724.04	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Networks Northwest	Sept '18	\$	184,513.00	\$	163,641.05	\$	20,871.95	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Region 2 Planning Commission	3 QTR 18	\$	54,900.00	\$	22,776.80	\$	32,123.20	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Southcentral Michigan Planning Commission	Sept '18	\$	93,456.00	\$	36,137.17	\$	57,318.83	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Southeast Michigan Council of Governments	Sept '18	\$	87,644.00	\$	45,757.96	\$	41,886.04	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Southwest Michigan Planning Commission	4 QTR 18	\$	101,849.00	\$	67,138.17	\$	34,710.83	\$	-	\$	-	\$	-	\$					





Michigan  
Transportation Asset  
Management Council

# Memo

**To:** TAMC ACE Members  
**From:** Roger Belknap, TAMC Coordinator  
**Date:** June 23, 2020  
**Re:** FY22 Budget Process, Timeline and Supporting Information

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## **Background & Recommendation**

Staff has confirmed that as of June 18, the FY21 TAMC Approved Budget has not been impacted by constraints of the state's budget shortfall. However, it is unknown if there will be actions coming that effect FY22.

Additionally, the upcoming TAMC Strategic Work Session may also be the largest factor for FY22 TAMC Budget planning. From what is known, Staff suggests TAMC continue with planning on a \$1,876,400 program.

While budget preparations continue, is there any background information ACE members would like to request of Staff to assist with these preparations?



Michigan  
Transportation Asset  
Management Council

# Memo

**To:** TAMC ACE Members

**From:** Roger Belknap, TAMC Coordinator

**Date:** June 23, 2020

**Re:** FY21 Regional and Metropolitan Planning Agency Contract Authorizations and Unified Work Program Language

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## **Recommendation & Background**

Staff has begun developing contract documents for FY21 project authorizations with the Regional and Metropolitan Planning Agencies and Organizations (RPA/MPOs). As part of this process, Staff has communicated with MDOT Finance and Contract Services Division (FOD/CSD) that FY21 TAMC Budget directives for RPA/MPOs has not been impacted by State of Michigan budget shortfalls.

Additionally, the contract forms allow for time extensions as well as other modifications to contracts. Staff has researched the possibility of time extensions for FY20 RPA/MPO contracts for Asset Management due to the circumstances surrounding the COVID-19 State of Emergency in order to maintain as much of the financial resource for data collection as possible. We know Federal Aid data collection has not yet started (as of June 23), and no confirmation when teams will begin. This loss of time for calendar year 2020 will also put higher demands on FY21 resources for data collection. Staff is suggesting extending the FY20 contracts until December 31, 2020. This action would allow for any data collected within 2020 to be billed against FY20 budget as opposed to ending on September 30. While this time extension of a few weeks may not entirely make up for the lost time, it is something that can be done to help.

Staff and TAMC is seeking thoughts and feedback for this meeting, including a request for action from the committee to provide time extensions to FY20 contracts with RPA/MPOs.

## **Attachments**

Attachment 3 is the MDOT 5105P form that is used to request contracts in support of the Asset Management program (TAMC), filled out with attachments to commence the FY21 contract with Southeast Michigan Council of Governments (SEMCOG).

Michigan Department  
of Transportation  
5105P (01/20)

**CONTRACT SERVICES DIVISION (CSD)**  
**CONTRACT REQUEST**

From Project Manager to Contract Services Division Contract Administrator  
PM: Please complete and sign at the bottom.  
Full funding must be in place before submitting this form.

CONTRACT #	AUTHORIZATION # / REVISION #	PROJ / JOB #
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CSD CONTRACT ADMINISTRATOR Bill Rottiers	PHONE # <del>(517) 336-5834</del>	E-MAIL <del>rottiersw@michigan.gov</del>
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MDOT PROJECT MANAGER Roger Belknap	PHONE # (517) 230-8192	E-MAIL belknapr@michigan.gov
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AGENCY NAME Southeast Michigan Council of Governments	AGENCY CONTACT PERSON <del>Jody Egerton</del>	AGENCY CONTACT PHONE # <del>(313) 224-3428</del>
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AGENCY ADDRESS 1001 Woodward Avenue, Suite 1400, Detroit, MI 48226	AGENCY CONTACT E-MAIL <del>egertonj@semcog.org</del>
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PURPOSE OF CONTRACT / DESCRIPTION OF SERVICES (Use same description as approved in the UWP).  
Satisfy the requirements of Act 51 (P.A. 499 of 2002); serve as the coordinator of data collection, distribution and dissemination of pavement condition data for the SEMCOG Region under guidance of Transportation Asset Management Council policy, work program and directives. Should any additional funds be provided by MDOT for this work item, the scope and budget of this item will expand to cover those activities.

SAB <u>DATE</u> REQUESTED	SERVICE EFFECTIVE DATE 10/01/20	SERVICE EXPIRATION DATE 09/30/21	AGENCY TYPE <input type="checkbox"/> MPO <input checked="" type="checkbox"/> RPO <input type="checkbox"/> Other _____
---------------------------	------------------------------------	-------------------------------------	--

<b>TYPE OF REQUEST</b> <input checked="" type="checkbox"/> New Agreement <input type="checkbox"/> Time Extension <input type="checkbox"/> Additional Work <input type="checkbox"/> Original Exp. Date _____ <input type="checkbox"/> Multi Year Project <input type="checkbox"/> New Exp. Date _____ <input type="checkbox"/> Other _____	<b>TYPE OF PAYMENT</b> <input type="checkbox"/> 802P Form (Green Sheet) <input type="checkbox"/> CSD Commodity Code _____ <input checked="" type="checkbox"/> Planning	<b>NON-MONETARY</b> <input type="checkbox"/> YES, Provide Details in Comments Box <input checked="" type="checkbox"/> NO
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<b>CLASS OF FUNDS</b> <input type="checkbox"/> CMAQ <input type="checkbox"/> PL <input type="checkbox"/> CTF <input type="checkbox"/> SPR <input checked="" type="checkbox"/> MTF <input type="checkbox"/> STP <input type="checkbox"/> Other _____	<b>PERCENT OF FUNDS</b> <input type="checkbox"/> Federal _____ % <input checked="" type="checkbox"/> State 100.00 % <input type="checkbox"/> Local _____ %	<b>FUNDING AUTHORITY</b> <input checked="" type="checkbox"/> MDOT <input type="checkbox"/> FHWA <input type="checkbox"/> FTA	<b>BTP FUNDING APPROVAL</b> SUBCONTRACT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO FHWA PROJ # _____
---	---	---	---

<b>ATTACHMENTS</b> <input checked="" type="checkbox"/> APPLICABLE PORTION OF WORK PLAN (UWP) <input checked="" type="checkbox"/> Other TAMC FY21 Approved Budget	<b>TOTAL DOLLAR AMOUNT THIS REQUEST</b> \$ 174,000.00
--	--

BFY (AY)	UNIT (INDEX)	ACTIVY (PCA)	DEPT OBJ (AOBJ)	LOCATION (FACILITY)	PROGRAM (PROJ)	* APPR UNIT	* FUND	REPT. CD (AG3)	AMENDMENT/ REVISION \$ TOTAL	NEW CONTRACT \$ TOTAL	%	
591	<del>100</del>	<del>799</del>	<del>819</del>	<del>100</del>	N/A	<del>81400</del>	<del>8191</del>			\$174,000.00		
									TOTALS FROM ABOVE	\$0.00	\$174,000.00	100%

<b>CONTRACT TYPE</b> <input type="checkbox"/> STD <input type="checkbox"/> NON-STD <input type="checkbox"/> REG <input type="checkbox"/> IDS <input type="checkbox"/> Amend/Revision <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Authorization <input type="checkbox"/> Loan <input type="checkbox"/> Grant <input type="checkbox"/> Local Agency <input checked="" type="checkbox"/> Master Agreement <input type="checkbox"/> Revenue <input type="checkbox"/> MOU/MOA <input type="checkbox"/> Retroactive <input type="checkbox"/> Other _____	<b>METHOD OF PAYMENT</b> <input type="checkbox"/> Actual Cost (Fixed Fee \$ _____) <input checked="" type="checkbox"/> Actual Cost <input type="checkbox"/> Milestone <input type="checkbox"/> Lump Sum <input type="checkbox"/> Unit Price <input type="checkbox"/> Loaded Hourly Rate <input type="checkbox"/> N/A <input checked="" type="checkbox"/> Other Monthly Invoice  Total Fixed Fee Not To Exceed \$ _____	<b>APPROVALS</b> AG Review Date _____ <input type="checkbox"/> N/A OCA Review Date _____ <input type="checkbox"/> N/A OCA Cost Prop. Date _____ <input type="checkbox"/> N/A CSRT Team Date _____ <input type="checkbox"/> N/A SAB Date _____ <input type="checkbox"/> N/A COM Date _____ <input type="checkbox"/> N/A DIR Date _____ <input type="checkbox"/> N/A
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COMMENTS  
Asset Management

BTP PROJECT MANAGER APPROVAL Roger A. Belknap	<input type="checkbox"/> MTG. REVIEW	DATE 06/09/20
CSD CONTRACT ADMINISTRATOR APPROVAL	CK'D BY	DATE

**PROJECT MANAGER JUSTIFICATION AND  
ADMINISTRATOR APPROVAL**

This page must be completed for all contracts that require Administrator approval.

<b>CONTRACT # (8 digits) / AMENDMENT #</b>		<b>AUTHORIZATION # / REVISION #</b>	<b>PROJ / JOB #</b>
<b>AGENCY NAME</b> Southeast Michigan Council of Governments		<b>CSD CONTRACT ADMINISTRATOR (CA)</b> <del>Bilk Rotiers</del>	<b>PHONE NO.</b> <del>(517) 935-5834</del>

**Please include detailed responses to the following questions only when seeking additional services and/or a time extension**

**Additional Services (Justification):**

**1. What are the additional services needed?**

(Example: The additional services will provide for fiscal year 2020 services.)

**2. Why are these additional services needed at this time and are not included in the original Scope of Services?**

(Example: The services will be going beyond the original completion date due to a delay in selecting a subconsultant. These conditions could not be avoided or planned for.)

**3. What funding source will be utilized to fund these additional services? (PL, MTF, CMAQ, etc.) (Example: Same as the original contract (PL))**

**Time Extension (only) (Justification):**

**1. Why is the time extension needed?** (Example: Additional time is needed to complete the Services. The project was delayed due to a delay in selecting a subconsultant and the additional time is needed to complete the project.)

**2. What action(s) is being taken by the PM to ensure another time extension will not be needed in the future?** (Example: The project completion date has been extended to complete the services. This time extension will meet that timeline and include additional time to allow for closing out of the project.)

**APPROVAL**

**ADMINISTRATOR SIGNATURE**

**DATE**

## ASSET MANAGEMENT

The resources allocated to the Metropolitan/Regional Planning Organization (MPO/RPO) from the Transportation Asset Management Council (TAMC) annual budget shall be utilized to assist in the completion of the TAMC Work Program. All work shall be consistent with the policies and priorities established by the TAMC. All invoices submitted for reimbursement of Asset Management activities shall utilize Michigan Department of Transportation (MDOT) standard invoice forms and include the required information for processing. The MPO/RPO shall complete the required products and perform tasks according to the timeframes and directives established within TAMC's data collection policies, which are located on the TAMC website (<http://tamc.mcgi.state.mi.us/TAMC/#/aboutus>). The MPO/RPO will emphasize these tasks to support the top 125 Public Act 51 agencies (agencies that certify under Public Act 51 a minimum of 100 centerline miles of road) within the planning area when resources are limited. The activities eligible for TAMC reimbursement include the following:

### TASKS

- I. Training Activities
  - A. Attendance at training seminar(s) on the use of Pavement Surface Evaluation and Rating (PASER) and Inventory-based Rating System for unpaved roadways.
  - B. Represent MPO/RPO at TAMC-sponsored conferences and seminars, including attending either the Spring or Fall TAMC Conference.
  - C. Attend TAMC-sponsored Investment Reporting Tool (IRT) training seminars.
  - D. Attend TAMC-sponsored Asset Management Plan Development training seminars.
  
- II. Data Collection Participation and Coordination
  - A. Federal Aid System:
    1. Organize schedules with Public Act 51 agencies within MPO/RPO's boundary for participating in Federal Aid data collection efforts; ensure all participants of data collection have access to State of Michigan travel reimbursement rates.
    2. Coordinate, participate and facilitate road surface data collection on approximately one-half of the Federal Aid System in accordance with the TAMC Policy for the Collection of Roadway Condition Data on Federal Aid Eligible Roads and Streets.
    3. Collect unpaved roadway condition data on approximately half of any unpaved Federal Aid eligible roadways using the Inventory-based Rating System developed by the Michigan Technological University's Center for Technology and Training.
  
  - B. Non-Federal Aid System:
    1. The RPO/MPO may allocate reimbursements for Non-Federal Aid data collection to Public Act 51 agencies according to the resources available to them in the manner that best reflects the priorities of their area and supports the TAMC work.

2. Coordinate Non-Federal Aid data collection cycles with Public Act 51 agencies with an emphasis on the top 125 agencies.
3. Ensure all participants of data collection understand procedures for data sharing with TAMC as well as TAMC policy and procedures for collecting Non-Federal Aid data.
4. Participate and perform data collection with Public Act 51 agencies on an as-needed basis for the data collection of Non-Federal Aid roads when requested.

### III. Equipment

- A. Ensure rating teams have the necessary tools to complete the federal aid data collection activity by maintaining a laptop compatible with the Laptop Data Collector and Roadsoft programs, a functioning Global Positioning System (GPS) unit, and other required hardware in good working order.
- B. Communicate any equipment needs and purchases with the TAMC Coordinator; laptops are eligible for replacement on a three-year cycle.

### IV. Data Submission

- A. Develop and maintain technical capability to manage regional Roadsoft databases and the Laptop Data Collector program; maintain a regional Roadsoft database that is accurate and consistent with local agency data sets.
- B. Coordinate Quality Assurance/Quality Control activities and data submission tasks according to protocols established in TAMC Data Collection Policies for Federal Aid and Non-Federal Aid Roads.
- C. Monitor and report status of data collection efforts to TAMC Asset Management Coordinator through monthly coordinator calls and/or monthly or quarterly program updates that are mailed with invoices.
- D. Provide links on agency websites and reports to the TAMC website, interactive maps and dashboards for the dissemination of roadway data.

### V. Asset Management Planning

- A. Participate and attend TAMC-sponsored training and workshops in order to provide technical support for Asset Management Plan development activities.
- B. Provide an annual reporting of the status of Public Act 51 agency Asset Management Plans and keep abreast of the status of these plans for updates and revision.
- C. Provide technical assistance and training funds to Public Act 51 agencies during the development of local Asset Management Plans using TAMC templates when applicable; coordinate these tasks with an emphasis on the Top 125 agencies.

### VI. Technical Assistance

- A. Provide technical assistance to local agencies in using the TAMC reporting tools for planned and completed infrastructure investments or any other TAMC Work Program Activity.
- B. Integrate PASER ratings and asset management into project selection criteria:
  1. Analyze data and develop road preservation scenarios.
  2. Analyze performance of implemented projects.

### VII. Culvert Mapping Pilot

- A. Provide administrative and technical assistance to Public Act 51 agencies and MDOT

for reimbursement of TAMC funds for participation in the 2018 TAMC Culvert Mapping Pilot project.

- B. Utilize TAMC reporting forms to communicate progress and expenditures of Public Act 51 agencies to assist TAMC in the Culvert Mapping Pilot Report.

### **Required Products**

- I. PASER data for Federal Aid System submitted to TAMC via the IRT.
- II. PASER data for Non-Federal Aid System submitted to TAMC via the IRT.
- III. Quarterly or monthly activities reports submitted with invoices to TAMC Coordinator.
- IV. Create an Annual Report of Asset Management program activities as well as a summary of annual PASER condition data by local agency, functional classification, and Public Act 51 Legal System; provide links to the Regional Annual Report on agency website and submit copies to TAMC Coordinator by April 1 of each year.
- V. Prepare a draft status report of Public Act 51 agency Asset Management activities and plans within MPO/RPO boundary by September 30 of each year.

TAMC Budget - FY18-FY21

Approved by TAMC  
January 8, 2020



Michigan  
Transportation Asset  
Management Council

	FY18 Budget	FY19 Budget	FY20 Budget	FY21 Budget
	\$	\$	\$	\$
<b>Data Collection &amp; Regional-Metro Planning Asset Management Program</b>				
Battle Creek Area Transportation Study	\$ 20,500.00	\$ 20,500.00	\$ 20,500.00	\$ 20,500.00
Bay County Area Transportation Study	\$ 21,100.00	\$ 21,100.00	\$ 19,900.00	\$ 19,900.00
Central Upper Peninsula Planning and Development	\$ 47,000.00	\$ 47,000.00	\$ 50,000.00	\$ 50,000.00
East Michigan Council of Governments	\$ 111,000.00	\$ 111,000.00	\$ 108,000.00	\$ 108,000.00
Eastern Upper Peninsula Regional Planning & Devel.	\$ 23,100.00	\$ 23,100.00	\$ 25,000.00	\$ 25,000.00
Genesee Lapeer Shiawassee Region V Planning Com.	\$ 46,000.00	\$ 46,000.00	\$ 46,000.00	\$ 46,000.00
Grand Valley Metropolitan Council	\$ 25,000.00	\$ 25,000.00	\$ 24,000.00	\$ 24,000.00
Kalamazoo Area Transportation Study	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00	\$ 22,000.00
Macatawa Area Coordinating Council	\$ 20,200.00	\$ 20,200.00	\$ 19,000.00	\$ 19,000.00
Midland Area Transportation Study	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00
Northeast Michigan Council of Governments	\$ 52,200.00	\$ 46,000.00	\$ 51,000.00	\$ 51,000.00
Networks Northwest	\$ 72,000.00	\$ 72,000.00	\$ 75,000.00	\$ 75,000.00
Region 2 Planning Commission	\$ 42,000.00	\$ 42,000.00	\$ 40,000.00	\$ 40,000.00
Saginaw County Metropolitan Planning Commission	\$ 22,200.00	\$ 22,200.00	\$ 21,000.00	\$ 21,000.00
Southcentral Michigan Planning Commission	\$ 57,300.00	\$ 57,300.00	\$ 55,000.00	\$ 55,000.00
Southeast Michigan Council of Governments	\$ 174,000.00	\$ 174,000.00	\$ 174,000.00	\$ 174,000.00
Southwest Michigan Planning Commission	\$ 41,000.00	\$ 41,000.00	\$ 41,000.00	\$ 41,000.00
Tri-County Regional Planning Commission	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
West Michigan Regional Planning Commission	\$ 91,000.00	\$ 91,000.00	\$ 88,000.00	\$ 88,000.00
West Michigan Shoreline Regional Development Com.	\$ 54,000.00	\$ 54,000.00	\$ 54,000.00	\$ 54,000.00
Western Upper Peninsula Regional Planning & Devel.	\$ 40,000.00	\$ 40,000.00	\$ 42,000.00	\$ 42,000.00
MDOT Region Participation	\$ 80,000.00	\$ 41,440.00	\$ 30,000.00	\$ 30,000.00
PASER Quality Review Contract	\$ -	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
<b>Fed. Aid Data Collection &amp; RPO/MPO Program Total</b>	<b>\$ 1,116,400.00</b>	<b>\$ 1,127,840.00</b>	<b>\$ 1,116,400.00</b>	<b>\$ 1,116,400.00</b>
<b>TAMC Central Data Agency (Center for Shared Solutions)</b>	<b>\$ 380,000.00</b>	<b>\$ 378,560.00</b>	<b>\$ 374,950.00</b>	<b>\$ 374,950.00</b>
<b>Training &amp; Education Program (Michigan Tech University)</b>	<b>\$ 235,000.00</b>	<b>\$ 220,000.00</b>	<b>\$ 225,000.00</b>	<b>\$ 225,000.00</b>
<b>Activities Program (Michigan Tech University)</b>	<b>\$ 115,000.00</b>	<b>\$ 120,000.00</b>	<b>\$ 115,000.00</b>	<b>\$ 115,000.00</b>
<b>TAMC Expenses</b>				
Fall Conference Expenses	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Spring Conference Expenses	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Unallocated / Contingency	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00
Other Council Expenses	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
<b>TAMC Expenses Total</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ 40,000.00</b>	<b>\$ 40,000.00</b>
<b>Total Program</b>	<b>\$ 1,876,400.00</b>	<b>\$ 1,876,400.00</b>	<b>\$ 1,871,350.00</b>	<b>\$ 1,871,350.00</b>
<b>Appropriation</b>	<b>\$ 3,876,400.00</b>	<b>\$ 1,876,400.00</b>	<b>\$ 1,876,400.00</b>	<b>\$ 1,876,400.00</b>
<b>Special Projects (with separate budgets)</b>				
<b>MI Local Agency Culvert Inventory Pilot (FY18 HB4320 S-3)</b>				
Central Data Agency (MCSS)	\$ 15,000.00	\$ -	\$ 25,000.00	\$ -
MTU Culvert Project Activities & Training Program	\$ 172,100.00	\$ -	\$ 56,000.00	\$ -
TAMC Administration & Contingency	\$ 84,438.00	\$ -	\$ 387,171.13	\$ -
Central Upper Peninsula Planning and Development	\$ 88,641.00	\$ -	\$ -	\$ -
East Michigan Council of Governments	\$ 328,607.00	\$ -	\$ -	\$ -
Eastern Upper Peninsula Regional Planning & Devel.	\$ 5,688.00	\$ -	\$ -	\$ -
Genesee Lapeer Shiawassee Region V Planning Com.	\$ 124,909.00	\$ -	\$ -	\$ -
Grand Valley Metropolitan Council	\$ 77,782.00	\$ -	\$ -	\$ -
Kalamazoo Area Transportation Study	\$ 50,402.00	\$ -	\$ -	\$ -
Northeast Michigan Council of Governments	\$ 33,506.00	\$ -	\$ -	\$ -
Networks Northwest	\$ 184,513.00	\$ -	\$ -	\$ -
Region 2 Planning Commission	\$ 54,900.00	\$ -	\$ -	\$ -
Southcentral Michigan Planning Commission	\$ 93,456.00	\$ -	\$ -	\$ -
Southeast Michigan Council of Governments	\$ 87,644.00	\$ -	\$ -	\$ -
Southwest Michigan Planning Commission	\$ 101,849.00	\$ -	\$ -	\$ -
Tri-County Regional Planning Commission	\$ 47,587.00	\$ -	\$ -	\$ -
West Michigan Regional Planning Commission	\$ 241,511.00	\$ -	\$ -	\$ -
West Michigan Shoreline Regional Development Com.	\$ 144,238.00	\$ -	\$ -	\$ -
Western Upper Peninsula Regional Planning & Devel.	\$ 63,229.00	\$ -	\$ -	\$ -
<b>Culvert Pilot Project Total</b>	<b>\$ 2,000,000.00</b>	<b>\$ -</b>	<b>\$ 468,171.13</b>	<b>\$ -</b>
<b>Total Special Projects</b>	<b>\$ 2,000,000.00</b>	<b>\$ -</b>	<b>\$ 468,171.13</b>	<b>\$ -</b>
<b>Appropriation</b>	<b>\$ 2,000,000.00</b>		<b>\$ 1,876,400.00</b>	<b>\$ 1,876,400.00</b>





Michigan  
Transportation Asset  
Management Council

# Memo

**To:** TAMC ACE Members  
**From:** Roger Belknap, TAMC Coordinator  
**Date:** June 23, 2020  
**Re:** TAMC 2020 Fall Asset Management Conference

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## **Background & Recommendation**

On June 17, 2020 MDOT employees were provided with directives from the Director of Transportation, Paul Ajegba for returning to work procedures and Personal Protective Equipment (PPE). At this time, the procedures still require social distancing of a minimum of six feet as well as the requirement to wear face coverings for MDOT staff. MDOT travel for training is still restricted and staff is still recommended to use web meetings, teleconferencing and working remotely.

Staff does not have a timeframe for when these directives will be relaxed to pre-COVID-19 protocols. In order to accommodate contract proceedings with a conference facility, Staff would need to have direction to commence by mid-July. Furthermore, securing speakers and preparing for their travel with so many unknowns, Staff is requesting ACE Committee discuss the cancelation of the 2020 Fall TAMC Conference as well as raise ideas of other alternatives, such as web conferencing sessions or E-learning as our school-aged children have engaged in this past Spring.



Michigan  
Transportation Asset  
Management Council

# Memo

**To:** TAMC ACE Members  
**From:** Roger Belknap, TAMC Coordinator  
**Date:** June 23, 2020  
**Re:** TAMC Awards

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## **Background & Recommendation**

The 2020 TAMC call for awards nominations produced two nominations. As part of the TAMC communications related to 2020 trainings, data collection and Spring Conference cancellation, TAMC also extended the deadline by which nominations would need to be submitted. Over the past few years, ACE Committee has discussed the importance of these awards in the Work Program as a method to elevate and promote leadership in asset management. Much of this is highlighted as part of the annual TAMC Spring and Fall conferences.

Staff is requesting a conversation among the committee for ideas on this year's awards program. Perhaps, ideas could include moving the two nominations received this year into the TAMC 2021 Awards Program in order to provide a forum for recognition and background, fitting of a statewide award. Staff has been working on a conference session on past TAMC Awards recipients that will highlight how agencies have progressed with their respective programs. This work is still being considered for the 2021 Spring TAMC Conference.



Michigan  
Transportation Asset  
Management Council

# Memo

**To:** TAMC ACE Members  
**From:** Roger Belknap, TAMC Coordinator  
**Date:** June 23, 2020  
**Re:** TAMC Strategic Planning Session 2020 – UPDATE

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## **Recommendation**

As we progress through the year, each TAMC Committee has been working on a list of agenda topics and priorities for TAMC to discuss at the 2020 TAMC Strategic Session. As you may recall this was originally scheduled June 3, 2020 and was cancelled at the May 6 TAMC meeting. This provides a little more time for thoughts and guidance from TAMC members on the draft Status Update of the 2020-2022 TAMC Work Program Goals and Objectives.

A possible date for the Strategic Session could be September 9, 2020, possibly being held at the normal meeting place at Aeronautics. This Strategic Session could be held in lieu of the normally scheduled TAMC meeting at 1 PM.

Staff and TAMC is seeking thoughts and feedback for this meeting.

## **Attachments**

Attachment 4 is a draft status update of the 2020-2022 Work Program Goals and Objectives for the TAMC ACE Committee.

**2020-2022 TAMC Strategic Work Program:****Status of ACE Committee Priorities**

Status color key: Red= No progress/Future Work Yellow= Ongoing Task Green= Completed Task

**Goal 1: Evaluate asset management plan submissions and make recommendations regarding compliance for agencies with a minimum of 100 certified miles.****Objectives**

1. Recommend TAMC asset management plan template accounting for all required elements per PA 325 and make assessable to public.

*Status: Complete. TAMC Template was released in September 2019; now available on TAMC website.*

2. Provide training and workshops for use of the asset management plan template.

*Status: Ongoing. Trainings/workshops began in December 2019 with more training dates in 2020.*

3. Recommend TAMC policy for the submittal and review of asset management plans for PA 325 requirements as well as PA 338 of 2006.

*Status: Complete. Policy adopted in September 2019; policy now available for review on TAMC website.*

4. Review monthly on the number and compliance status of local agency submittal of asset management plans.

*Status: Ongoing; at present, 3 agencies have submitted their PA325 TAMP with more submittals forthcoming.*

5. Recommend technology that may expedite data collection for PA 325 requirements, including the TAMC Investment Reporting Tool application.

*Status: IRT application has been modified for TAMP submittals; custom reports in development.*

6. Discuss how other infrastructure assets will be considered for future data collection and asset management plan inclusion.

*Status: PA 325 defines culverts and signals as required inventories for TAMP; Data Committee has engaged subject matter experts for traffic signals; draft list of traffic signal elements defined. Bridge Committee has engaged with development of culvert data collection, inventory elements and technological applications for statewide systematic reporting.*

**Goal 2: Increase awareness and improve familiarity with TAMC annual report.****Objectives**

1. Coordinate press releases and report cover letters in well-orchestrated manner to ensure maximum exposure and accessibility of TAMC members and support staff.

*Complete: Coordinated delivery of 2019 Michigan Roads and Bridges Annual Report.*

2. Provide summary reports of Michigan's road and bridge conditions by legislative district with distribution of annual report; each legislator receives both conditions for local district as well as statewide summaries found in report.

*Status: CSS now has technical capability to perform house/senate district summaries; can use for delivery of 2019 Michigan Roads and Bridges Annual Report.*

**Status of ACE Committee Priorities**

Status color key: Red= No progress/Future Work Yellow= Ongoing Task Green= Completed Task

**Goal 3: Raise awareness of asset management principles; promote outstanding agency performance in the area of asset management.****Objectives**

1. Establish an annual schedule and develop 4 articles each year for the Local Technical Assistance Program's The Bridge Newsletter.

*Status: Ongoing; technical issues prevented article in most recent newsletter, more planned in 2020.*

2. Seek nominations and highlight best practices of organizations and individuals through the TAMC Awards program; develop scoring matrices evaluate and update selection process of award recipients.

*Status: Ongoing, call for nominations has been sent out. Staff developed matrix for evaluating nominations and received nominations for 2020. Next steps have not been identified at this time.*

3. Coordinate 2 educational conferences per year; incorporate "best practice case-studies" into educational sessions for high-performing agencies to advocate their learning and methods; provide formal presentation of TAMC Award recipients at conferences and in conference materials.

*Status: Ongoing as in Objective #2 above.*

4. Distribute press releases outlining TAMC Awards program recipients.

*Status: Ongoing; will plan to utilize Press Release and website/E-Gov Listserve for announcing 2020 award recipients.*

5. Explore social media platforms.

*Status: No progress identified at present time.*

6. Pilot two 90-second videos.

*Status: No progress identified at present time.*

**Goal 4: Ensure TAMC's training programs and policies are appropriate and optimized for ongoing support of TAMC's data collection and reporting requirements; ensure these programs and policies are well-communicated among partnering agencies and participants.****Objectives**

1. Continue review and update of TAMC Policy for the Collection of Roadway Surface Condition Data to accommodate technological updates, appropriateness of training certification for qualifying participants and in response to changing or challenging trends in technology or industry needs.

*Status: Ongoing; most recent update of policy accommodates training and certification enhancements as of March 2019.*

**Status of ACE Committee Priorities**

Status color key: Red= No progress/Future Work Yellow= Ongoing Task Green= Completed Task

2. Provide monthly Regional Coordinator conference calls from April through December each year for communicating TAMC policies, announcements, training opportunities and provide forum for participants to raise issues and respond to inquiries.

*Status: Ongoing; coordinator calls held throughout 2019 data collection season. Staff to continue holding calls in 2020 as appropriate.*

3. Update and maintain TAMC website, TAMC brochure and TAMC training resources as appropriate to incorporate changes in legislation, reporting requirements, TAMC policy and procedures as well as technological advancements.

*Status: Ongoing; brochure updated January 2020, website updated frequently as-needed, TAMC Bylaws updated February 2020.*

4. Create a decision-tree/policy which can be utilized to determine when a request for work from the Central Data Storage Agency or other technical supporting staff can be approved at the committee level.

*Status: Progress hard to define, how to quantify? Ongoing communications with Support Staff, TAMC members and CSS has kept technical needs progressing.*

5. Create a training program for culverts and traffic signals, and/or other infrastructure assets.

*Status: Ongoing for culverts with training coming Spring and Fall 2020. More work is needed on signals following examination and analysis of critical asset management functional requirements gathering.*