



125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2483 | 512.463.8588 | WWW.TXDOT.GOV

June 20, 2018

The Honorable James Oakley
Burnet County Judge
220 S Pierce
Burnet, Texas 78611-3136

Dear Judge Oakley,

This letter is a follow up to the previous letter mailed to you regarding changes to the county road inventory (CRI). The Texas Department of Transportation (TxDOT) is now soliciting updates for the county road inventory from your county. The deadline for the 2018 submission is **August 31, 2018**. To begin making updates, please see the instructions outlined on pages 2 & 3 of this letter.

Please disseminate the information in this letter to any and all personnel who are responsible for updating the county road inventory for your county.

In review of the previous letter we sent in April of this year, TxDOT has implemented the following changes to help improve the reporting accuracy and timeliness for CRI:

- 1) Your county can now submit updates annually;
- 2) All updates are submitted through a new web application called the Data Updates & Sharing Application (DUSA);
- 3) Your county can submit updates year-round through DUSA;
- 4) The deadline for this year's submission is August 31, 2018. Updates submitted after August 31st will be applied to the following year's submission.

In September 2018 the certified county-maintained road mileage from 2017 will be submitted to the Texas Department Of Motor Vehicles for disbursement of the title and registration fees and to the State Comptroller's Office for disbursement of the Lateral Road and Bridge funds. Updates made by August 31st, will be reported in September of 2019.

Your 2017 certified mileage is: 480.

If the mileage is correct, sign the Mileage Certification form (enclosed) and return it. If not, please follow the instructions on page 2.

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INSTRUCTIONS

County road inventory updates can be submitted to TxDOT through the **Data Updates & Sharing Application (DUSA)**. To access DUSA, you must have a username and password. Follow the steps below to obtain your username and password. You will only have to do this one time.

- 1) The person responsible for making updates (a county official or designated 3rd party) should use the following link to register:

https://www.dot.state.tx.us/apps-cg/contact_us/form/dusa-form.htm

- 2) Within 24 hours you will receive an email from **ArcGIS Notifications** providing your unique username and inviting you to join the **ArcGIS Online Organization, Texas Department of Transportation**. Follow the link within this email to finish setting up your account and establish your own password.

- 3) Once you receive a unique username and password, you will then sign-in to DUSA at the following website address:

https://www.txdot.gov/apps/statewide_mapping/dusa/index.html

- 4) Select the **'ARCGIS'** option to sign into the Data Updates & Sharing Application with your new ArcGIS Online username and password. **DO NOT** attempt to sign-in using the **'TXDOT'** option, as it will prove to be unsuccessful.

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Data Updates & Sharing Application wants to access your ArcGIS Online account information

Sign in to Texas Department of Transportation

Using

TXDOT

OR

ARCGIS

Username
Firstname.Lastname_COUNTYNAME

Password
.....

☐ Keep me signed in

SIGN IN CANCEL

Forgot password? Forgot username?

Data Updates & Sharing Application developed by:

 Texas Department of Transportation

TxDOT's workforce is made up of engineers, administrators, financial experts, designers, architects, sign makers, accountants, purchasers, maintenance workers, travel counselors and many other professions. All of our employees work together to realize the TxDOT mission: providing safe and reliable transportation solutions for Texas.

- 5) Once you have successfully signed in, select your county from the dropdown list and click 'Go'. DUSA will open and automatically zoom to your county. Follow the instructions provided within the '**Resources**' section of the application and begin making updates to your county road inventory. Alternatively, watch the 'Editing' video in the '**Training Videos**' link to view how to make edits. For GIS professionals, there is an option to download GIS files, make updates with GIS software, and upload the bulk changes back to DUSA.

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TRAINING

TxDOT understands this is a new process for updating your county road inventory. For those who need assistance, TxDOT will be hosting live WebEx video training of the Data Updates & Sharing Application to provide instruction on the following topics and more:

- Overview and Functionality
- Editing
- Downloading
- Uploading
- Questions and Answers

First Training

Date: Wednesday, July 11, 2018

Time: 2:00 – 3:00 pm

Second Training

Date: Wednesday, August 8, 2018

Time: 2:00 – 3:00 pm

To join each training, type in the following website address:

<https://txdot.webex.com/join/jferrell>

If you have any questions or need clarification regarding the new process for CRI, please contact us by email or phone.

Sincerely,



Michael Chamberlain
Transportation Planning and Programming Division
Data Management Section Director
TPP-GIS@txdot.gov
(512) 486-5054

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COUNTY MAINTAINED ROAD MILEAGE CERTIFICATION

**Burnet County concurs with TxDOT's certified mileage
of 480 for the County Maintained Road Mileage.**

County Judge

Date

Please return to:

**Texas Department of Transportation
Transportation Planning and Programming Division
Attention: Data Management Section - Mapping
P.O. Box 149217
Austin, Texas 78714-9217**