



Florida Department of
TRANSPORTATION

Quick Start Guide Form TM for reporting City/County Mileage

**Daniel Mears & Eric Brickner
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Form TM Introduction

Introduction

- Local governments are required by Chapter 218.322, Florida Statutes, to provide mileage data as part of their annual financial reporting. Form TM is used to provide this data which is needed by the Department of Transportation to meet Federal reporting requirements.

County / City Name

- This is the name of the reporting governmental jurisdiction (e.g. City of Madison located in Madison County). These fields are prefilled and cannot be changed. If you think there is an error in the description, please contact us.

Mileage As Of Date

- This is the date for the end of the Fiscal Year that includes the 12 months from **October 1** to **September 30**. The mileage data is reported as of that date. If you do not have data as of exactly Sept. 30, use a date as close to that as possible.

Centerline Mileage

- The mileage data refers to the centerline miles of roads under your jurisdiction.
- Centerline mileage is defined as the length between the beginning and the ending of a roadway as measured in one direction.
- For example, a roadway with 4 lanes that is 5.175 miles long has a centerline mileage of 5.175 miles (and not 4 times that).
- Mileage should be entered to the nearest thousandth of a mile (e.g. 12.459) where possible.

Include the following roads

- **Roads** that are maintained for you by another entity such as those under an inter local maintenance agreement.
- **Roads** that are yours on or before September 30th of the current reporting year.
- **Paved roads** include chip seal and similar treatments.
- Some examples of **unpaved road** compositions may include lime rock, sand or clay.
- Include **roads** even if they have been damaged by weather or other situations if you plan to repair them. They are considered “***under construction***”.

Do not Included the following roads

- **Private roads** such as those owned by shopping centers or private subdivisions.
- **State roads** or other jurisdiction roads that happen to fall within your boundary.
- **Other roads** that you maintain for another jurisdiction but are not legally your roads.

Updating the Form TM app

- Link for the blank forms and previous years data are located here: <https://www.fdot.gov/statistics/mileage-rpts/default.shtm>
- The 2020 Ending Mileage is the 2021 Beginning Mileage and must match exactly.
- Please follow the link in the email sent to you to submit your mileage online.
- We are accepting forms completed in **Excel** (preferred) and on a modified **PDF**. If handwritten, please print legibly.
- Please return the completed form to <mailto:co-formtm@dot.state.fl.us>.

Entering Contacts (Preparer/Official)

- Please provide two contacts
 - 1st the person preparing the report and
 - 2nd the official responsible for the mileage
- We will call and/or email if we have questions about the submitted data and knowing with whom to speak is essential.
- Additionally, the email addresses are used to send next year's request for data.

Entering Mileage

- Section A is the **Previous Mileage** from the previous reporting year. It does not change.
 - If it is incorrect, you will want to make an adjustment in the current submittal.
- Section B is for **Adding Mileage**
 - B1. New Construction is the creation of a roadway where one did not exist before.
 - B2. Transferred is the acceptance of mileage by an agreement between you and another jurisdiction (e.g. developer, county, or another city).

Entering Mileage (continued)

- Section B is for **Adding Mileage** (continued)
 - B3. Previous unpaved mileage that was paved includes roads that you reported in previous year(s) as unpaved. There is a companion automatic entry in C3 to reduce the same number of unpaved miles.
 - B4. Other – is for a correction to add miles from a previous year or as the result of a new and improved inventory of roadways. Provide a brief description.

Entering Mileage (continued)

- Section C is for **Subtracting Mileage**
 - C1. Abandoned mileage includes closed roads/bridges not used for vehicular transportation.
 - C2. Transferred to another jurisdiction is their acceptance of mileage from you.
 - C3. Previous described with B3.
 - C4. Other is for a correction to subtract miles from a previous year or as the result of a new and improved inventory of roadways. Provide a brief description.

Entering Mileage (continued)

- Section D is the **End of the Year Mileage** after additions and subtractions from the previous year. Please verify these numbers for accuracy.
- Section E is for **Additional Comments** or explanations. This is often used with multiple jurisdictional transfers of mileage to/from you and you need to provide the details.

Reviewing & Submitting the Data

- Review the data to ensure the numbers have been entered correctly before sending.
- Once all of the information is received, we will upload the data and send you a copy of the submitted form for your use and confirmation.
- Any corrections will need to have our assistance. Please send the corrections and we will update the form.

In closing...

- Do you have any feedback, questions, or concerns?
- Contact us, we are here to help!
 - By email to co-formtm@dot.state.fl.us
 - By fax to (850) 414-4878
 - By phone at...

Daniel Mears
(850) 414-4705

or

Eric Brickner
(850) 414-4873