

# Form TM (City / County Mileage Data) FAQ

## Frequently Asked Questions

**Q. I'm new to the office and I just found out I need to report mileage data to the State of Florida, what do I do?**

A. Call or email and we will try to answer any questions you have and provide additional information to help you submit the mileage report.

**Q. I don't have access to the internet from the office or my computer is unable to connect to the website. What do I do?**

A. The Form TM online application is the easiest way to submit your mileage because the data is saved into the database. We understand that not everyone can access the online application or is comfortable submitting information online.

The Form TM can be emailed, faxed, or sent via the post office and we will submit the information into the application database for you.

Still having problems sending the data? Please give us a call.

**Q. Will I receive a notification to submit my mileage if my email address has changed?**

A. No. When your email address has changed because of a name change or a service provider change, your contact information is not automatically updated in the Form TM application. You will not receive email notification until your contact information is updated. For example ...

[Preparer123@provider.org](mailto:Preparer123@provider.org) is [now CityClerk@Mytown.com](mailto:now CityClerk@Mytown.com).

Please contact us with your new email address.

**Q. How do I update the contact information (preparer/official name, email address, street address, or phone number)?**

A. Contact information can be updated when the mileage data is submitted. Anytime during the year that you are aware of upcoming changes please contact us by phone or email and we will update the contact information in the Form TM application.

**Q. We just reported information about lanes to the district or county. Why am I still receiving requests to submit mileage data?**

A. There are other reports that you may be required to submit for maintenance, utilities, or tax distribution purposes. They are independent of the certified public mileage data reported via the Form TM application.

**Q. Why did I receive an email that my mileage data hasn't been received? I already entered my data in the Form TM online application.**

A. Mileage data is submitted each year even if there are no changes. It's possible that you remember submitting mileage for the previous year, ending September 30<sup>th</sup>, but had not submitted data for this year.

After submitting your data you should see a "Success" message with information on how to receive a copy of the submitted information. You may have calculated the final mileage data for review but not completed the submittal by clicking on the "Submit information 2 of 2" button.

Technical issues do occur on rare occasions, if you are still receiving reminder messages and you think you have submitted, please contact us so we can resolve the issue and ensure that the mileage data is submitted successfully.

**Q. Why don't the starting numbers in the Form TM match the statewide report for my City or County?**

A. The Form TM application collects centerline data to the nearest hundredth of a mile. When this data is compiled for the posted statewide summary report each year the mileage is rounded to the nearest tenth of a mile.

**Q. We did a complete re-inventory of our roads this year using GIS and the mileage numbers don't match. What do we do?**

A. Technology improvements have allowed entities to collect more accurate mileage data. Errors from previous data collection methodologies may have missed roadways, duplicated roadways, or simply measured the lengths with a lower degree of accuracy.

If you need to make adjustments to mileage data the adjustments can be made on lines B4 and C4 of the Form TM. Please include an explanation of the adjustments in the additional comments box.

**Q. I submitted my mileage online and we found an error. How do I correct it?**

A. The Form TM application currently does not allow entities to update a submitted mileage report online. Please contact us and we will be happy to make the adjustment for you.

**Q. What is centerline mileage?**

A. The certified public mileage report is based on centerline mileage.

Center line mileage refers to the length of a road along the center of the travel way.

Divided roads should only be measured once, just because there is a median separating the right and left sides of the road, does not make it two separate roadways.

**Q. I was given a report in lane miles how is this different from centerline miles?**

A. Lane miles are often used by maintenance departments for estimating costs for resurfacing projects or by planning departments when calculating capacity.

For example, a 1 mile road with 4 lanes has 4 lane miles and 1 centerline mile.

**If this FAQ did not answer a question that you have, please contact us for further assistance.**

Call our toll-free number 800-399-5503 and ask for Daniel Mears or Eric

Brickner. Our direct numbers and email addresses are as follows:

Daniel Mears	850-414-4705	<a href="mailto:daniel.mears@dot.state.fl.us">daniel.mears@dot.state.fl.us</a>
Eric Brickner	850-414-4873	<a href="mailto:eric.brickner@dot.state.fl.us">eric.brickner@dot.state.fl.us</a>