Quick Start Guide
Form TM – Client View
for reporting
City/County Mileage

Tina Hatcher & Eric Brickner
Version Date 09/28/2017
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>County / City Name</td>
<td>1</td>
</tr>
<tr>
<td>Mileage “As Of” Date</td>
<td>1</td>
</tr>
<tr>
<td>Centerline Mileage</td>
<td>2</td>
</tr>
<tr>
<td>Roads to Include</td>
<td>3</td>
</tr>
<tr>
<td>Roads to Exclude</td>
<td>4</td>
</tr>
<tr>
<td>Connecting to the Form TM Application</td>
<td>5</td>
</tr>
<tr>
<td>Entering Contacts</td>
<td>9</td>
</tr>
<tr>
<td>Entering Mileage</td>
<td>10</td>
</tr>
<tr>
<td>Reviewing &amp; Submitting Data</td>
<td>11</td>
</tr>
<tr>
<td>Application Changes</td>
<td>12</td>
</tr>
<tr>
<td>Form TM Page Layout</td>
<td>13</td>
</tr>
</tbody>
</table>

FDOT Florida Department of Transportation
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

• **Rods** that are maintained for you by another entity such as those under an inter local maintenance agreement.

• **Rods** 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**”.

Florida Department of Transportation
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.
Connecting to the Form TM Application

http://xxxappsxxx.dot.state.fl.us/FORMTM/Client.aspx?cc1=aaaaaa&cc2=bbbbbbb

Note: You will receive the Link to the new address in the mileage request email. Each city and county has their own unique form.
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.
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).
• 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.
• 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 submitting.
• Once all of the information is entered and submitted you will have an opportunity to print/download your form.
• Any corrections will need to have our assistance to a) delete the form or b) update the form.
Form TM Application Changes

• Two Screens Now
  – First is for Contacts
  – Second is for Mileage

• Accessible from…
  – Computers
  – Tablets, and
  – Smart phones

• History is accessible from the client page.

• Improved analytics in the background to ensure accuracy of data reported
### Form TM Page Layout – Contacts Screen

- **Preparer**
  - Name: Tammye Doe
  - Title: Asst Public Works Director
  - Email: tdoe@cityofhatchervillefl.org

- **Official**
  - Name: John Buck
  - Title: Public Works Director
  - Email: jbuck@cityofhatchervillefl.org

- **History**
  - 2016
  - 2015
  - 2014

**Add, Update, or verify the accuracy of all fields for the Preparer and the Official.**

**Please provide two separate names. This helps us with reaching you if necessary.**

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Select this button to finish this step

[STEP 1 - UPDATE CONTACTS]
Form TM Page Layout – Mileage Screen

Section B is for adding mileage. For example, if the beginning mileage was incorrect, you could add mileage in B4 and explain why.
**Form TM Page Layout – Mileage Screen**

Section C is for subtracting mileage. For example, if the beginning mileage was incorrect, you could remove mileage in C4 and explain why.

<table>
<thead>
<tr>
<th>C</th>
<th>Mileage subtracted during the year</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1</td>
<td>Abandoned</td>
</tr>
<tr>
<td></td>
<td>Paved 0.000</td>
</tr>
<tr>
<td></td>
<td>Unpaved 0.000</td>
</tr>
<tr>
<td></td>
<td>Total 0.000</td>
</tr>
<tr>
<td>C2</td>
<td>Transferred from this jurisdiction to...</td>
</tr>
<tr>
<td></td>
<td>Paved 0.000</td>
</tr>
<tr>
<td></td>
<td>Unpaved 0.45</td>
</tr>
<tr>
<td></td>
<td>Total 0.450</td>
</tr>
<tr>
<td>C3</td>
<td>Previously unpaved mileage that was paved</td>
</tr>
<tr>
<td></td>
<td>Paved -</td>
</tr>
<tr>
<td></td>
<td>Unpaved 0.000</td>
</tr>
<tr>
<td></td>
<td>Total 0.000</td>
</tr>
<tr>
<td>C4</td>
<td>Other (explain)</td>
</tr>
<tr>
<td></td>
<td>Paved 0.000</td>
</tr>
<tr>
<td></td>
<td>Unpaved 0.000</td>
</tr>
<tr>
<td></td>
<td>Total 0.000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D</th>
<th>Total mileage at the end of the year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Paved 13.445</td>
</tr>
<tr>
<td></td>
<td>Unpaved 6.339</td>
</tr>
<tr>
<td></td>
<td>Total 19.784</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E</th>
<th>Additional comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>City incorporation on 1/1/2016.</td>
</tr>
</tbody>
</table>

Select this button to submit mileage

STEP 2 - UPDATE MILEAGE
Form TM: Local Government Mileage Report

Thank You! :^)

Thank you for submitting your contact and mileage data! If you have questions regarding your submittal or comments about Form TM, please email us at co-formtm@dot.state.fl.us or contact one of the following individuals at (800) 399-5503 toll-free or directly at:

Tina Hatcher  
(850) 414-4706

Eric Bruckner  
(850) 414-4873

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You can download a copy for your records
In closing…

- Do you have any feedback, questions, or concerns?
- Contact us, we are here to help!

- By phone at…
  Tina Hatcher or Eric Brickner
  850-414-4706  850-414-5873

- By email at… co-formtm@dot.state.fl.us