



Florida Department of
TRANSPORTATION

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

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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 interlocal maintenance agreement.
- **Roads** that are yours on or before September 30th of the current reporting year.
- **Paved roads** include chipseal and similar treatments.
- Some examples of **unpaved road** compositions may include limerock, sand or clay.

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=bbbbbb> 

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 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.

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.

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

The screenshot displays the 'Form TM' page layout for 'GRAND RIDGE' as of 10/26/2015. The page is divided into sections for 'CONTACTS' and 'MILEAGE'. The 'MILEAGE' section is active and shows data for 'Mileage at the beginning of the year' (A) and 'Mileage added during the year' (B). A callout box highlights the 'Unpaved' value of 4.180, stating that mileages are no longer rounded and can be reported to 0.001 miles (around 5 feet).

Section	Paved	Unpaved	Total
A Mileage at the beginning of the year	13.690	4.180	17.870
B Mileage added during the year			
B1 New Construction	0.000	0.000	0.000

Form TM Page Layout

GRAND RIDGE
17.870 miles as of 10/26/2015

[CONTACTS](#) [MILEAGE](#) ←

A Mileage at the beginning of the year

Paved	Unpaved
13.690	4.180
Total	
17.870	

B Mileage added during the year

B1 New Construction

Paved	Unpaved
0.000	0.000
Total	
0.000	

Page tabs – very important!
The “**MILEAGE**” Page is the default view for updating the mileage.
Select “**CONTACTS**” to view and update the preparer and/or the official contact for the current reporting year.

Form TM Page Layout

GRAND RIDGE
17.870 miles as of 10/26/2015

[CONTACTS](#) [MILEAGE](#) [HISTORY](#)

A Mileage at the beginning of the year

Paved	13.690	Unpaved	4.180
Total	17.870		

B Mileage added during the year

B1 New Construction

Paved	0.000	Unpaved	0.000
Total	0.000		

We are adding the **HISTORY** link. Once fully developed, it will allow you to look up previous year's data – as far back as 2003.

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