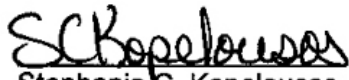


Approved:

  
Stephanie C. Kopelousos  
Secretary

Effective: May 23, 2007  
Office: Turnpike Enterprise  
Topic No.: 825-040-001-d

## CLOSING OF TOLLS

### PURPOSE:

The purpose of this procedure is to outline the implementation of **Section 338.165, Florida Statutes**, which authorizes the Department of Transportation Turnpike Enterprise, to continue to collect the toll on a revenue-producing project after the discharge of any bond indebtedness related to each project. In the event that tolls are discontinued, this procedure will outline the method for monitoring and implementing the closing of state operated toll facilities, excluding Florida's Turnpike.

### AUTHORITY:

Sections 338.165, 334.048(3) and 20.23(3)(a), Florida Statutes (F.S.), and the operation covenants of the various facility **Lease-Purchase Agreements**.

### SCOPE:

The principal offices which will implement this procedure are the Turnpike Enterprise – Toll Operations Division, Office of the Comptroller, Office of Financial Development, and affected District where the facility is located.

### GENERAL:

This procedure is general in nature and cuts across operational lines. No attempt is made to detail the individual process involved for each of the actions described.

## 1. NOTIFICATION

Upon notification by the Department that tolls will be discontinued on a facility, representatives from the Turnpike Enterprise – Toll Operations Division, Office of the Comptroller, Office of Financial Development, and affected District office will begin the coordinated efforts necessary to accomplish the physical, human resources, and fiscal tasks necessary for the safe and responsible closing and removal of the toll facility.

The following sections lists, but is not limited to, the task which each office is responsible for under this procedure:

## **2. OFFICE OF THE COMPTROLLER (DEPARTMENT) RESPONSIBILITIES**

- 2.1** Prepare a report of any amounts owed other Department funds for operation, maintenance, and covenants to complete for the purpose of requesting the write-off of a receivable.
- 2.2** Assist the Turnpike Enterprise – Toll Operation Division in closing any existing bank accounts and in identifying and providing for any payables which will accrue prior to the closing of the facility.

## **3. TURNPIKE ENTERPRISE – TOLL OPERATIONS DIVISION RESPONSIBILITIES**

- 3.1** Consults with the affected District and obtains an estimate of the cost to demolish, remove, bring the roadway to appropriate Department Design Standards, and dispose of permanent buildings of the facility. Also consults with the Department's Turnpike Enterprise Personnel Officer and obtains an estimate of the additional operating costs of relocation of personnel, terminal separation pay, unemployment compensation, etc., in sufficient detail to prepare necessary budget documents and/or transfers.
- 3.2** Notifies the Office of the Comptroller of the costs as determined above for informational purposes and notifies the Office of the Comptroller of any building disposals.
- 3.3** Closes the facility to collection, accomplishing the following as appropriate:
  - (A) Terminate or reassign staff.
  - (B) Remove non-highway fixed assets from the premises.
  - (C) Remove toll collection equipment.
  - (D) Discontinue utility services.
  - (E) Terminate contractual agreements.

- (F) Return toll plaza funds to the Reserve Account for distribution.
- (G) Resolve any issues regarding remaining balances in SunPass® accounts.
- (H) Adjust insurance premium payments according to the date that the facility is closed during the policy year.

#### **4. DISTRICT OPERATIONS RESPONSIBILITIES**

Prepare a plan to realign, maintain traffic, and construct the roadway to Design Standards and dispose of permanent structures of the toll plaza(s).

#### **5. OFFICE OF FINANCIAL DEVELOPMENT RESPONSIBILITIES**

- 5.1** Obtain concurrence from the State Board of Administration or other Trustee and Office of the General Counsel regarding the retirement of all outstanding Bonds and the payment of interest thereon.
- 5.2** Assist the Office of the Comptroller in identifying any outstanding indebtedness owed to the Department or any other entity from the revenues of the facility to be closed.

#### **6. TRAINING**

No training is required by this procedure.

#### **7. FORMS**

No forms are required by this procedure.