



**College of Liberal Arts and Sciences**

Bureau of Economic and Business Research

720 SW 2<sup>nd</sup> Ave. Ste. 150  
PO Box 117148  
Gainesville, FL 32611-7148  
352-294-9150  
888-534-2404 Fax

August 17, 2025

Dear Sir or Madam:

Enclosed is the preliminary estimate of the resident<sup>1</sup> population of your jurisdiction as of **April 1, 2025**. This estimate was produced by our office under contractual agreement with the Florida Legislature, and it is a factor used in determining the distribution of state revenue sharing funds (Section 186.901, Florida Statutes, Revenue Sharing Act, 1972).

We ask that you evaluate this estimate carefully and mark the appropriate response on the enclosed form. Please complete the enclosed form and email it in PDF format to [RichardLDoty@ufl.edu](mailto:RichardLDoty@ufl.edu) (preferred method) or mail it back in the postage-paid envelope. If future correspondence to your office should be directed toward a different title or address than the one on the envelope, please indicate that change on the form.

These 2025 estimates are based on the April 1, 2020 Census population counts.<sup>2</sup> The Bureau of Economic and Business Research (BEBR) has estimated population change between the Census counts and April 1, 2025. You have the right to challenge the population change between the April 1, 2020 Census count and the April 1, 2025 estimate if you believe that change is not reasonably accurate. You may do so by providing an alternative estimate along with data to support the revision. This challenge must be received by our office by **September 5, 2025**. We will review your challenge thoroughly and objectively, and we will notify you of our response to your challenge.

Thank you very much; your assistance is greatly appreciated. If you have any questions regarding the preliminary estimate or the challenge process, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard L. Doty", with a stylized flourish at the end.

Richard L. Doty

[RichardLDoty@ufl.edu](mailto:RichardLDoty@ufl.edu) | 352-294-9150

---

<sup>1</sup> The residence criteria are based on the Census Bureau's concept of "usual residence", which is defined as the place where a person lives and sleeps most of the time. Consequently, seasonal and temporary residents whose usual place of residence is in another jurisdiction are not included.

<sup>2</sup> The 2020 Census counts are now final and cannot be challenged. However, any official population count that is conducted through a Special Census with the Census Bureau will be used as a new base for future estimates during the decade. A Special Census is a basic enumeration of population, housing units, group quarters and transitory locations, conducted by the U.S. Census Bureau at the request of a governmental unit. They are conducted on a cost-reimbursable basis. The Special Census Program continues through May 2027 for cost estimates, while the data collection will occur through September 2028. See <https://www.census.gov/programs-surveys/specialcensus/about.html>.

## Have You Had an Annexation Lately? If So, Your Population Estimate Needs Your Help

Your population estimate is important because it is a factor in determining the amount of state and federal dollars that your community receives. It is essential to notify the state of your annexations in order to include annexed areas into your population estimate.

### Where to Report:

Report your annexations to the State of Florida contacts below to ensure that you qualify for all benefits available under the law.

### Report to the Following 3 Contacts:

Alexandra LaTorre Executive Office of the Governor RE: Annexations The Capitol, Room 1601 Tallahassee, FL 32399-0001 Phone: 850-717-9506 Alexandra.LaTorre@laspbs.state.fl.us	Pam Schenker Florida Legislature, Office of Economic and Demographic Research 111 W. Madison St., Suite 574 Tallahassee, FL 32399-6588 Phone: 850-487-1402 DenseUrbanLandArea@leg.state.fl.us	Suzanne Roulston-Doty University of Florida, Bureau of Economic & Business Research PO Box 117148 Gainesville, FL 32611-7148 Phone: (352) 392-0171 x337 SRDoty@ufl.edu
---	---	--

### What to Send:

- Annexation ordinance including:
  - ☒ Ordinance number
  - ☒ Legal description
  - ☒ Parcel number
  - ☒ Map with acreage denoted
  - ☒ Annexed land area (acres)
  - ☒ Effective date of the annexation
- Number of housing units by type of unit (single-family, multifamily, or mobile home) at the time of annexation

### Other Essential Parties to Notify:

- Population estimates are typically based on the number of active residential electric meters in your area. So, please remember to **let your electric utility company/companies know of the annexation** to ensure the data that drive your population estimate will correctly reflect your current boundaries, both today and in the future. This also ensures that any franchise fees paid by your utility are paid to the correct jurisdiction.
- Annexations also must be reported to the **U.S. Census Bureau** through its annual Boundary and Annexation Survey (BAS). For more information, see <https://www2.census.gov/geo/pdfs/partnerships/bas/BAS-Flyer.pdf>.

### Statutory Authority:

- FS186.901(3): *In cases of annexation or consolidation, local governments shall be required to submit to the Executive Office of the Governor, within 30 days following annexation or consolidation, a statement as to the population census effect of the action.*
- FS171.091: **Recording.**— *Any change in the municipal boundaries through annexation or contraction shall revise the charter boundary article and shall be filed as a revision of the charter with the Department of State within 30 days. A copy of such revision must be submitted to the Office of Economic and Demographic Research along with a statement specifying the population census effect and the affected land area.*
- In addition to the above, please remember to file your annexation in accordance with Florida Statutes 171.044(3): *An ordinance adopted under this section shall be filed with the clerk of the circuit court and the chief administrative officer of the county in which the municipality is located and with the Department of State within 7 days after the adoption of such ordinance. The ordinance must include a map which clearly shows the annexed area and a complete legal description of that area by metes and bounds.*