

REQUISITION NO. 605 PURSUANT TO THE CUSTODIAL SERVICE  
AGREEMENT BETWEEN THE HOUSING FINANCE AUTHORITY OF  
MANATEE COUNTY, FLORIDA, AS OWNER, AND U. S. BANK NATIONAL  
ASSOCIATION, AS CUSTODIAN, ACCOUNT #95930830

TO: U. S. Bank National Association, as said Custodian

RE: Payment of annual Special District fee for fiscal year 2017-2018, in the amount of  
\$175.00

You are hereby authorized to pay from the funds of the Owner, the amount of  
\$175.00 payable to Department of Economic Opportunity, and remit same to:

Angela A. Abbott, P.A.  
4420 S. Washington Avenue  
Titusville, FL 32780

This requisition was approved and authorized at a meeting of the Owner with a quorum  
present and voting on October 10, 2017.

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Chairman of the Housing Finance Authority  
of Manatee County, Florida, as owner

Rick Scott  
GOVERNOR



Cissy Proctor  
EXECUTIVE DIRECTOR

To: All Special District Registered Agents

From: Jack Gaskins Jr., Special District Accountability Program

Date: October 2, 2017

Subject: Fiscal Year 2017/2018 Annual Special District Fee and Update  
Post-Marked Due Date is December 4, 2017

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This memo contains the instructions for complying with the annual fee and update requirement using the enclosed combined *Fiscal Year 2017/2018 Annual Special District Fee Invoice and Update Form* (the "form"). To avoid a \$25 late fee, the payment must be post-marked or paid online by **December 4, 2017**.

### The Purpose of the Annual Fee

Chapter 189, Florida Statutes (the Uniform Special District Accountability Act), requires the Florida Department of Economic Opportunity's Special District Accountability Program (the "Program"), to perform a number of duties and responsibilities as they relate to special districts. The Legislature does not appropriate general revenue to pay the costs involved. Instead, section 189.018, Florida Statutes, requires the Program to collect an annual fee from each special district. The annual fee remains at \$175 per special district, unless the special district certifies that it is eligible for a zero fee. For more information about the Program and the annual fee, see [www.FloridaJobs.org/SpecialDistricts](http://www.FloridaJobs.org/SpecialDistricts).

### The Purpose of Reviewing and Updating the Special District's Profile

One of the Program's responsibilities is to continuously maintain specific information about each special district and make it publically available through the *Official List of Special Districts Online* ([www.FloridaJobs.org/OfficialList](http://www.FloridaJobs.org/OfficialList)). More than 685 state and local agencies use this list to coordinate activities with special districts, classify and compile financial information and monitor Florida's 1,685-plus active special districts. Therefore, it is important for each registered agent to annually review the special district's profile to determine if anything needs to be corrected or updated.

### Reminders

Each newly created special district must have an official website by the end of the first full fiscal year after its creation. All other special districts should already be maintaining a website. If your special district's official website address is not listed on the enclosed form, please provide it. For more information about website requirements, please visit [www.FloridaJobs.org/SDWebsites#Req](http://www.FloridaJobs.org/SDWebsites#Req).

The *Florida Special District Handbook Online* ([www.FloridaJobs.org/SpecialDistrictHandbook](http://www.FloridaJobs.org/SpecialDistrictHandbook)) covers general operating procedures, such as reporting requirements, for all types of special districts. The Program encourages each special district to review this handbook regularly to help ensure compliance with state accountability standards.

**(TURN OVER FOR INSTRUCTIONS)**

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
850.245.7105 | [www.floridajobs.org](http://www.floridajobs.org)  
[www.twitter.com/FLDEO](https://twitter.com/FLDEO) | [www.facebook.com/FLDEO](https://www.facebook.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.

## Instructions for Complying with the Annual Fee and Update Requirement

Please complete the following by December 4, 2017 to avoid a \$25 late fee:

**STEP 1: Review the special district's profile on the enclosed form (you may download a duplicate form and our W-9 Form from [www.FloridaJobs.org/SpecialDistrictFee](http://www.FloridaJobs.org/SpecialDistrictFee)):**

- a. Make any needed changes/additions directly on the form by marking through the outdated or incorrect information and writing in the new information. Be sure to include a valid email address and the special district's required official website address.
- b. Sign and date where indicated.

**STEP 2: Next, pay the \$175 fee or, if eligible, certify eligibility for the zero fee:**

- a. The Program encourages all special districts to pay online with a Visa or MasterCard by visiting [www.FloridaJobs.org/SpecialDistrictFee](http://www.FloridaJobs.org/SpecialDistrictFee) and following the instructions - it's fast, free and convenient.
- b. If not paying online, prepare a check payable to the **Florida Department of Economic Opportunity**.
- c. Or, if the special district meets all three statements in the "Zero Annual Fee Certification Section," certify eligibility for the zero fee by initialing each statement instead of paying the fee.

**STEP 3: Make a copy of the form for your records or download another copy from [www.FloridaJobs.org/SpecialDistrictFee](http://www.FloridaJobs.org/SpecialDistrictFee).**

**STEP 4: Prepare and return the form and attachments, if applicable:**

- a. If payment was made online, write "PAID ONLINE" on the form and email the form to the email address below or mail the form to the address below.
- b. If payment is not being made online, attach a check to the form to ensure the payment is properly credited to the correct special district and mail the form to the mailing address below.
- c. If certifying for a zero fee, email the form to the email address below or mail the form to the address below.
- d. If the form indicates the special district needs to provide the special district's boundary map and/or creation document, please email the documents to the email address below or attach the document(s) to the form and mail them to the address below.

**Florida Department of Economic Opportunity  
Bureau of Budget Management  
107 E. Madison Street, MSC 120  
Tallahassee, FL 32399-4124**

**Email Address:** [Jack.Gaskins@DEO.MyFlorida.com](mailto:Jack.Gaskins@DEO.MyFlorida.com)

**Questions? Call Jack Gaskins at 850-717-8430**