

REQUESTED COMMISSION ACTION:

Consent Ordinance Resolution Consideration Workshop

SHORT TITLE OR MOTION: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE A SOVEREIGNTY SUBMERGED LANDS EASEMENT RENEWAL BETWEEN THE CITY OF POMPANO BEACH AND THE BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT TRUST FUND OF THE STATE OF FLORIDA PROVIDING FOR AN EASEMENT FOR CROSSING THE INTRACOASTAL WATERWAY WITH A WATER MAIN; PROVIDING AN EFFECTIVE DATE.

Summary of Purpose and Why:

A subaqueous water main was installed in 1991 by the City across the Intracoastal Waterway. The main was installed to improve fire flow and pressure for residents of the beach area of City. The City entered into a submerged lands easement with the State of Florida in order to place this water line. The renewal fee was waived by the State. This renewal agreement runs until 2063.

QUESTIONS TO BE ANSWERED BY ORIGINATING DEPARTMENT:

- (1) Origin of request for this action: Utilities Department
- (2) Primary staff contact: A. Randolph Brown, Utilities Director Ext. 7044
- (3) Expiration of contract, if applicable: N/A
- (4) Fiscal impact and source of funding: N/A

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	DEPARTMENTAL HEAD SIGNATURE OR ATTACHED MEMO NUMBER
Utilities	<u>11-13-15</u>	<u>APPROVE</u>	<u>[Signature]</u>
Budget	<u>11/19/15</u>	<u>approve</u>	<u>[Signature] (for E. Reyes)</u>
Finance	<u>11/18/15</u>	<u>Approval</u>	<u>[Signature]</u>
City Attorney	<u>11-16-15</u>		

 City Manager [Signature] [Signature]

ACTION TAKEN BY COMMISSION:

<u>Ordinance</u>	<u>Resolution</u>	<u>Consideration</u>	<u>Workshop</u>
1st Reading _____	1st Reading _____	Results: _____	Results: _____
2nd Reading _____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



City Attorney's Communication #2016-150
November 4, 2015

TO: A. Randolph Brown, Utilities Director
FROM: Mark E. Berman, City Attorney
RE: Resolution – Easement for Crossing the Intracoastal Waterway with a Water Main

Pursuant to your memorandum dated October 28, 2015, Utilities Administration Memorandum No. 16-08, I have prepared and attached the following form of Resolution:

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE A SOVEREIGNTY SUBMERGED LANDS EASEMENT RENEWAL BETWEEN THE CITY OF POMPANO BEACH AND THE BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT TRUST FUND OF THE STATE OF FLORIDA PROVIDING FOR AN EASEMENT FOR CROSSING THE INTRACOASTAL WATERWAY WITH A WATER MAIN; PROVIDING AN EFFECTIVE DATE.

Please ensure that the appropriate city signature page is attached to the agreement prior to presenting the resolution to the City Commission.



MARK E. BERMAN

/jrm
l:cor/util/2016-150

Attachment

RESOLUTION NO. 2016-_____

CITY OF POMPANO BEACH
Broward County, Florida

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE A SOVEREIGNTY SUBMERGED LANDS EASEMENT RENEWAL BETWEEN THE CITY OF POMPANO BEACH AND THE BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT TRUST FUND OF THE STATE OF FLORIDA PROVIDING FOR AN EASEMENT FOR CROSSING THE INTRACOASTAL WATERWAY WITH A WATER MAIN; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA:

SECTION 1. That a Sovereignty Submerged Lands Easement Renewal between the City of Pompano Beach and the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida providing for an easement for crossing the Intracoastal Waterway with a water main, a copy of which Agreement is attached hereto and incorporated by reference as if set forth in full, is hereby approved.

SECTION 2. That the proper City officials are hereby authorized to execute said Agreement between the City of Pompano Beach and the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida.

SECTION 3. This Resolution shall become effective upon passage.

PASSED AND ADOPTED this _____ day of _____, 2015.

LAMAR FISHER, MAYOR

ATTEST:

ASCELETA HAMMOND, CITY CLERK

This Instrument Prepared By:
Celeda Wallace
Bureau of Public Land Administration
3900 Commonwealth Boulevard
Mail Station No. 125
Tallahassee, Florida 32399

BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT TRUST FUND
OF THE STATE OF FLORIDA

SOVEREIGNTY SUBMERGED LANDS EASEMENT RENEWAL

EASEMENT NO. 00271 (4128-06)
BOT FILE NO. 061649516

THIS EASEMENT is hereby granted by the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida, hereinafter referred to as the Grantor.

WITNESSETH: That for the faithful and timely performance of and compliance with the terms and conditions stated herein, the Grantor does hereby grant to City of Pompano Beach, Florida, hereinafter referred to as the Grantee, a nonexclusive easement on, under and across the sovereignty lands, if any, contained in the following legal description:

A parcel of sovereignty submerged land in Section 06,
Township 49 South, Range 43 East, in Intracoastal Waterway,
Broward County, as is more particularly described
and shown on Attachment A, dated February 19, 1991.

TO HAVE THE USE OF the hereinabove described premises from December 22, 2013, the effective date of this modified easement, through December 22, 2063, the expiration date of this modified easement. The terms and conditions on and for which this modified easement is granted are as follows:

1. USE OF PROPERTY: The above described parcel of land shall be used solely for maintenance of a subaqueous water main. All of the foregoing subject to the remaining conditions of this easement.

2. EASEMENT CONSIDERATION: In the event the Grantor amends its rules related to fees and the amended rules provide the Grantee will be charged a fee or an increased fee for this activity, the Grantee agrees to pay all charges required by such amended rules within 90 days of the date the amended rules become effective or by a date provided by an invoice from the Department, whichever is later. All fees charged under this provision shall be prospective in nature; i.e. they shall begin to accrue on the date that the amended rules become effective.

3. WARRANTY OF TITLE/GUARANTEED SUITABILITY OF USE OF LAND: Grantor neither warrants title to the lands described herein nor guarantees the suitability of any of the lands for any particular use.

4. RIGHTS GRANTED: The rights hereby granted shall be subject to any and all prior rights of the United States and any and all prior grants by the Grantor in and to the submerged lands situated within the limits of this easement.

5. DAMAGE TO EASEMENT PROPERTY AND INTERFERENCE WITH PUBLIC AND PRIVATE RIGHTS: Grantee shall not damage the easement lands or unduly interfere with public or private rights therein.

6. GRANTOR'S RIGHT TO GRANT COMPATIBLE USES OF THE EASEMENT PROPERTY: This easement is nonexclusive, and the Grantor, or its duly authorized agent, shall retain the right to enter the property or to engage in management activities not inconsistent with the use herein provided for and shall retain the right to grant compatible uses of the property to third parties during the term of this easement.

7. RIGHT TO INSPECT: Grantor, or its duly authorized agent, shall have the right at any time to inspect the works and operations of the Grantee in any matter pertaining to this easement.

8. INDEMNIFICATION/INVESTIGATION OF ALL CLAIMS: The Grantee shall investigate all claims of every nature at its expense. Each party is responsible for all personal injury and property damage attributable to the negligent acts or omissions of that party and the officers, employees and agents thereof. Nothing herein shall be construed as an indemnity or a waiver of sovereign immunity enjoyed by any party hereto, as provided in Section 768.28, Florida Statutes, as amended from time to time, or any other law providing limitations on claims.

9. ASSIGNMENT OF EASEMENT: This easement shall not be assigned or otherwise transferred without prior written consent of the Grantor or its duly authorized agent and which consent shall not be unreasonably withheld. Any assignment or other transfer without prior written consent of the Grantor shall be null and void and without legal effect.

10. TERMINATION: The Grantee, by acceptance of this easement, binds itself, its successors and assigns, to abide by the provisions and conditions herein set forth, and said provisions and conditions shall be deemed covenants of the Grantee, its successors and assigns. In the event the Grantee fails or refuses to comply with the provisions and conditions herein set forth or in the event the Grantee violates any of the provisions and conditions herein, this easement may be terminated by the Grantor upon 30 days written notice to Grantee. If terminated, all of the above-described parcel of land shall revert to the Grantor. All notices required to be given to Grantee by this easement or applicable law or administrative rules shall be sufficient if sent by U.S. Mail to the following address:

City of Pompano Beach, Florida
100 West Atlantic Boulevard
Pompano Beach, Florida 33060

The Grantee agrees to notify the Grantor by certified mail of any changes to this address at least ten (10) days before the change is effective.

11. TAXES AND ASSESSMENTS: The Grantee shall assume all responsibility for liabilities that accrue to the subject property or to the improvements thereon, including any and all drainage or special assessments or taxes of every kind and description which are now or may be hereafter lawfully assessed and levied against the subject property during the effective period of this easement which result from the grant of this easement or the activities of Grantee hereunder.

12. REMOVAL OF STRUCTURES/ADMINISTRATIVE FINES: If the Grantee does not remove said structures and equipment occupying and erected upon the premises after expiration or cancellation of this easement, such structures and equipment will be deemed forfeited to the Grantor, and the Grantor may authorize removal and may sell such forfeited structures and equipment after ten (10) days written notice by certified mail addressed to the Grantee at the address specified in Item 10 or at such address on record as provided to the Grantor by the Grantee. However, such remedy shall be in addition to all other remedies available to Grantor under applicable laws, rules and regulations including the right to compel removal of all structures and the right to impose administrative fines.

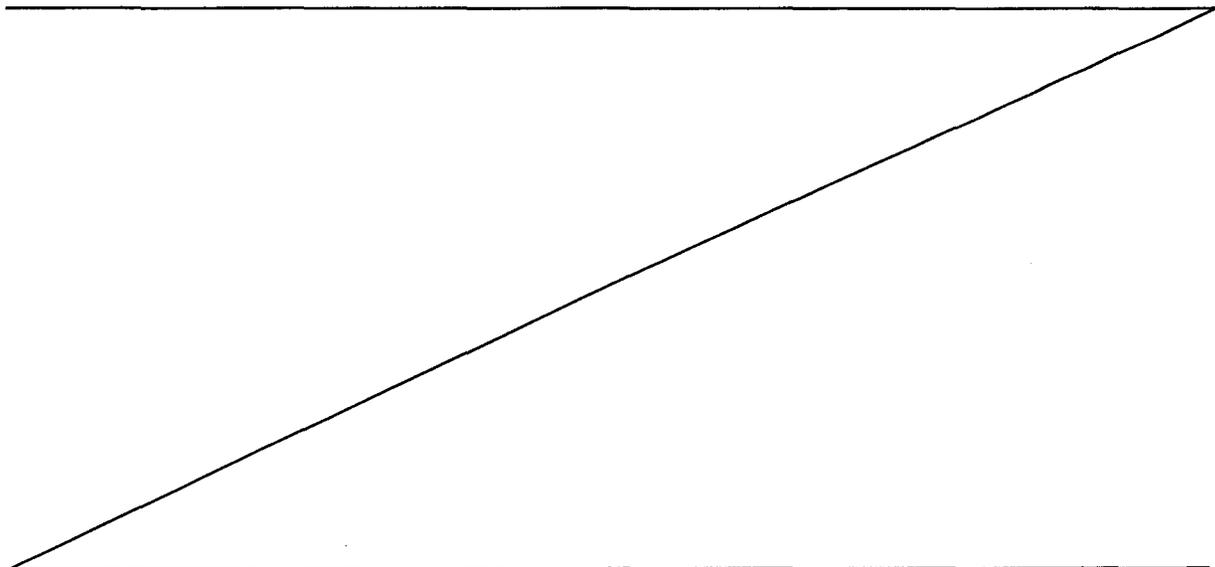
13. ENFORCEMENT OF PROVISIONS: No failure, or successive failures, on the part of the Grantor to enforce any provision, nor any waiver or successive waivers on its part of any provision herein, shall operate as a discharge thereof or render the same inoperative or impair the right of the Grantor to enforce the same upon any renewal thereof or in the event of subsequent breach or breaches.

14. AMENDMENT/MODIFICATIONS: This easement is the entire and only agreement between the parties. Its provisions are not severable. Any amendment or modification to this easement must be in writing and must be accepted, acknowledged and executed by the Grantee and Grantor.

15. USACE AUTHORIZATION: Prior to commencement of construction and/or activities authorized herein, the Grantee shall obtain the U.S. Army Corps of Engineers (USACE) permit if it is required by the USACE. Any modifications to the construction and/or activities authorized herein that may be required by the USACE shall require consideration by and the prior written approval of the Grantor prior to the commencement of construction and/or any activities on sovereign, submerged lands.

16. ADDITIONAL STRUCTURES OR ACTIVITIES/EMERGENCY STRUCTURAL REPAIRS: No additional structures shall be erected and/or activities undertaken, including but not limited to, dredging, relocation/realignment or major repairs or renovations made to authorized structures, on, in or over sovereignty, submerged lands without the prior written consent from the Grantor, with the exception of emergency repairs. Unless specifically authorized in writing by the Grantor, such activities or structures shall be considered unauthorized and a violation of Chapter 253, Florida Statutes, and shall subject the Grantee to administrative fines under Chapter 18-14, Florida Administrative Code. If emergency repairs are required to be undertaken in the interests of public health, safety or welfare, the Grantee shall notify the Grantor of such repairs as quickly as is practicable; provided, however, that such emergency activities shall not exceed the activities authorized by this easement.

17. UPLAND RIPARIAN PROPERTY INTEREST: During the term of this easement, Grantee must have satisfactory evidence of sufficient upland interest as defined in subsection 18-21.003(60), Florida Administrative Code, to the extent required by paragraph 18-21.004(3)(b), Florida Administrative Code, in order to conduct the activity described in this easement. If at any time during the term of this easement, Grantee fails to comply with this requirement, use of sovereignty, submerged lands described in this easement shall immediately cease and this easement shall terminate and title to this easement shall revert to and vest in the Grantor immediately and automatically.



IN WITNESS WHEREOF, the Grantor and the Grantee have executed this instrument on the day and year first above written.

WITNESSES:

BOARD OF TRUSTEES OF THE INTERNAL
IMPROVEMENT TRUST FUND OF THE STATE
OF FLORIDA

Original Signature

(SEAL)

Print/Type Name of Witness

BY: _____
Cheryl C. McCall, Chief, Bureau of Public Land Administration,
Division of State Lands, State of Florida Department of
Environmental Protection, as agent for and on behalf of the
Board of Trustees of the Internal Improvement Trust Fund of the
State of Florida

Original Signature

Print/Type Name of Witness

"GRANTOR"

STATE OF FLORIDA
COUNTY OF LEON

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Cheryl C. McCall, Chief, Bureau of Public Land Administration, Division of State Lands, State of Florida Department of Environmental Protection, as agent for and on behalf of the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida. She is personally known to me.

APPROVED SUBJECT TO PROPER EXECUTION:

[Signature] _____
DEP Attorney Date 9/15/15

Notary Public, State of Florida

Printed, Typed or Stamped Name

My Commission Expires:

Commission/Serial No.

"CITY":

Witnesses:

CITY OF POMPANO BEACH

By: _____
LAMAR FISHER, MAYOR

By: _____
DENNIS W. BEACH, CITY MANAGER

Attest:

ASCELETA HAMMOND, CITY CLERK

(SEAL)

Approved As To Form:

MARK E. BERMAN, CITY ATTORNEY

STATE OF FLORIDA
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this _____ day of _____, 2015 by **LAMAR FISHER** as Mayor, **DENNIS W. BEACH** as City Manager and **ASCELETA HAMMOND** as City Clerk of the City of Pompano Beach, Florida, a municipal corporation, on behalf of the municipal corporation, who are personally known to me.

NOTARY'S SEAL:

NOTARY PUBLIC, STATE OF FLORIDA

(Name of Acknowledger Typed, Printed or Stamped)

Commission Number

AND DESCRIPTION: UTILITY EASEMENT

PORTION OF THE INTRACOASTAL WATERWAY LYING IN SECTIO. 6, TOWNSHIP 49 SOUTH, RANGE 43 EAST, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

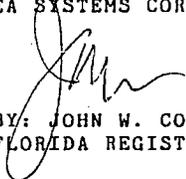
BEGINNING AT THE INTERSECTION OF THE SOUTH RIGHT-OF-WAY LINE OF STATE ROAD 814 (ATLANTIC BOULEVARD) AND THE WESTERLY RIGHT-OF-WAY LINE OF THE INTRACOASTAL WATERWAY, SAME BEING A POINT ON THE ARC OF A NON-TANGENT CURVE CONCAVE TO THE SOUTHWEST HAVING A RADIUS OF 123.12 FEET (A RADIAL LINE TO SAID POINT BEARS NORTH 04° 56' 53" EAST); THENCE, SOUTHEASTERLY ALONG THE ARC OF SAID CURVE, 116.89 FEET THROUGH A CENTRAL ANGLE OF 14° 23' 46" TO A POINT OF TANGENCY; THENCE, SOUTH 30° 39' 21" EAST, 102.54 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE TO THE NORTHEAST HAVING A RADIUS OF 113.73 FEET; THENCE, SOUTHEASTERLY ALONG THE ARC OF SAID CURVE, 88.27 FEET, THROUGH A CENTRAL ANGLE OF 44° 28' 04" TO A POINT OF NON-TANGENCY (A RADIAL LINE TO SAID POINT BEARS SOUTH 14° 52' 35" WEST); THENCE, SOUTH 76° 54' 01" EAST, 52.83 FEET TO THE INTERSECTION OF THE WESTERLY RIGHT-OF-WAY LINE OF THE INTRACOASTAL WATERWAY; THENCE, SOUTH 09° 51' 24" WEST ALONG SAID WESTERLY RIGHT-OF-WAY LINE, 10.01 FEET; THENCE, NORTH 76° 54' 01" WEST 53.70 FEET TO A POINT OF NON-TANGENCY WITH A CURVE CONCAVE TO THE NORTHEAST, HAVING A RADIUS OF 123.73 FEET (A RADIAL LINE TO SAID POINT BEARS SOUTH 14° 52' 35" WEST); THENCE, NORTHWESTERLY ALONG THE ARC OF SAID CURVE, 96.03 FEET THROUGH A CENTRAL ANGLE OF 44° 28' 04" TO A POINT OF TANGENCY; THENCE, NORTH 30° 39' 21" WEST, 102.54 FEET TO THE POINT OF CURVATURE OF A CURVE CONCAVE TO THE SOUTHWEST, HAVING A RADIUS OF 113.12 FEET; THENCE, NORTHWESTERLY ALONG THE ARC OF SAID CURVE, 108.25 FEET THROUGH A CENTRAL ANGLE OF 54° 49' 52" TO THE INTERSECTION OF THE WESTERLY RIGHT-OF-WAY LINE OF THE INTRACOASTAL WATERWAY; THENCE, NORTH 09° 51' 24" EAST ALONG SAID WESTERLY RIGHT-OF-WAY LINE, 10.04 FEET TO THE POINT OF BEGINNING.

SAID LANDS LYING IN BROWARD COUNTY, FLORIDA, CONTAINING 3,604.94 SQUARE FEET (0.083 ACRES) MORE OR LESS.

CERTIFICATE

I HEREBY CERTIFY THAT THE ATTACHED HYDROGRAPHIC SURVEY OF THE HEREON DESCRIBED PROPERTY IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AS SURVEYED UNDER MY DIRECTION ON DECEMBER 7, 1990. I FURTHER CERTIFY THAT THIS HYDROGRAPHIC SURVEY MEETS THE MINIMUM TECHNICAL STANDARDS SET FORTH IN RULE 21 HH-6 ADOPTED BY THE FLORIDA BOARD OF LAND SURVEYORS, PURSUANT TO FLORIDA STATUTES 472.027. SUBJECT TO THE QUALIFICATIONS NOTED HEREON.

SEA SYSTEMS CORPORATION


BY: JOHN W. COATES, PLS
FLORIDA REGISTRATION NO. 4402

**BILLING INFORMATION FORM PAYMENTS
FOR EASEMENT NO. 00271 (4128-06)**

Billing Contact Person: City of Pompano Beach
Facility Address: _____
Mailing Address: 1205 NE 5th Avenue
City: Pompano Beach
State: Florida Zip Code: 33060
Telephone Number: (954) 545-7073
Area Code
Fax Number: (954) 545-7046
Area Code
E-Mail Address: randolph.brown@copbfl.com

SALES TAX CERTIFICATION/EXEMPTION

Six percent (6%) sales tax is due on each lease fee payment unless the Lessee can claim an ownership exemption. I/We are exempt from sales tax for the reason checked below.

- Government Agency: 85-8012621672C-6 (Exemption Number)
 Exempt Organization: _____ (Exemption Number)
 Lease and collect sales tax on all available dock spaces.

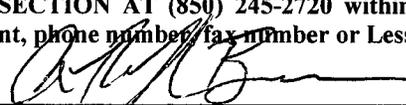
(Sales Tax Number)
 Lease and collect sales tax on some available dock spaces but fully assume the responsibility to remit six percent sales tax on that portion of space on which no sales tax is charged.

(Sales Tax Number)
 None of the above can be claimed.

A copy of the Florida Annual Resale Certificate For Sales Tax or the Certificate of Exemption must accompany this form to claim this exemption pursuant to Section 212.07(1)(b), F.S.

If Lessee is a Business/Corporation, Federal Employer Identification Number: _____

I/We certify that the above information is correct and agree to **NOTIFY THE BUREAU OF PUBLIC LAND ADMINISTRATION'S ACCOUNTING SECTION AT (850) 245-2720 within 30 days of the date of any change in the above designated billing agent, phone number, fax number or Lessee's tax status.**

Signed:  11/13/15
Lessee/Authorized Entity Date

For Recurring Revenue Section Use Only	
Billing Form to Accountant: _____, ____/____/____	Originator's signature
Data Entered by Accountant: _____, ____/____/____	Accountant's signature

Kerone Grant

From: Wallace, Celeda <Celeda.Wallace@dep.state.fl.us>
Sent: Thursday, September 24, 2015 4:18 PM
To: Kerone Grant; Randolph Brown; Maria Loucraft
Subject: BOT 061649516 City of Pompano Beach, Florida (Submerged Lands Easement Renewal)
Attachments: A - 061649516 City of Pompano (Easement Renewal) Final 9-15-15.pdf; Billing Info Form - Easement 2015.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Kerone:

Attached is the **Revised Submerged Lands Easement** renewal for BOT 061649516 - City of Pompano Beach, Florida. The easement requires acceptance by Lamar Fisher's notarized signature as Mayor (two witnesses required). The original easement should be returned to our office for final departmental execution. An original fully executed easement instrument will be provided to you. At this time, the Division of State Lands has waived the processing fee for public easements.

Please complete the enclosed **Billing Information Form** which updates our contact information.

In an effort to provide a more efficient service, the Florida Department of Environmental Protection's Division of State Lands is forwarding the attached document to you by electronic correspondence in lieu of a hard copy through the USPS.

The attached document is in "pdf" format and will require Adobe Reader 6, or later, to open properly. Contact www.adobe.com/products/acrobat/readstep2_allversions.html <<http://www.adobe.com/products/acrobat/readstep2.html>> to download a free copy. Please note that our documents are sent virus free. However, if you use Norton Anti-virus software, a warning may appear when attempting to open the document. Please disregard this warning.

Please mail the easement and other documentation to the following address:

Department of Environmental Protection
Attn: Kathy Griffin
3900 Commonwealth Boulevard
Mail Station 125
Tallahassee, Florida 32399

Please confirm receipt of the easement document by responding to this email.

If you have any questions, feel free to contact me.

Celeda Wallace
Government Operations Consultant I
Department of Environmental Protection
3800 Commonwealth Boulevard
Mail Station 125
Tallahassee, Florida 32399-3000
(850) 245-2753
(850) 245-2762 fax
Celeda.wallace@dep.state.fl.us

000014 03/14/12



Consumer's Certificate of Exemption

DR-14
R. 04/11

Issued Pursuant to Chapter 212, Florida Statutes

85-8012621672C-6	07/31/2012	07/31/2017	MUNICIPAL GOVERNMENT
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

CITY OF POMPANO BEACH
100 W ATLANTIC BLVD
POMPANO BEACH FL 33060-6099

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 04/11

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.