

**Florida Agricultural and Mechanical University
Board of Trustees**



Budget, Finance, and Facilities Committee Meeting

Date: November 20, 2018

Time: 9:00 a.m.

Location: Conference Call

Committee Members: Kimberly Moore, Chair
Matthew Carter, Kelvin Lawson, Harold Mills, Belvin Perry, Craig Reed

AGENDA

- | | | |
|-----|---------------|---------------|
| I. | Call to Order | Trustee Moore |
| II. | Roll Call | Mrs. Turner |

CONSENT ITEMS

- | | | |
|------|-------------------------------------|---------------|
| III. | Approval of Minutes: June 6, 2018 | Trustee Moore |
| IV. | Approval of Minutes: August 9, 2018 | Trustee Moore |

ACTION ITEMS

- | | | |
|-------|--|---------------------------------------|
| V. | Approval of Campus Master Plan | AVP Kapileshwari |
| VI. | Approval of Continuing Services Vendors | AVP Kapileshwari /
Director Talton |
| VII. | Approval of University's Carryforward Spending Plan | Director Mathis |
| VIII. | Approval of Student Government Carryforward Funds | Director Mathis |
| IX. | Approval for Payment of FAMU DRS Roof Repairs | Director Mathis |
| X. | Approval of the Stanley Tate Project STARS Tuition Differential Waiver | AVP Holmes |

INFORMATION ITEMS

- | | | |
|-------|---|------------------|
| XI. | Financial Status Report | AVP Holmes |
| XII. | Cost Savings (Quarterly Update) | AVP Bouie |
| XIII. | Travel Process Enhancements | AVP Holmes |
| XIV. | Project Updates | |
| | a) University Construction/Operations (at-a-glance) | |
| | • BOG Construction Certification | VP Ford |
| | • CASS Project Update/Timeline | AVP Kapileshwari |
| | • Housing Project Plan Phase 1a | AVP Bouie |
| | • BOG PECO Recommendations | AVP Kapileshwari |
| | b) Housing Facilities Update | Director Wilder |
| XV. | Adjournment | Trustee Moore |

Supplemental Documents

**Florida Agricultural and Mechanical University
Board of Trustees**



III.

Minutes

June 6, 2018

**Florida Agricultural and Mechanical University
Board of Trustees**



**Budget, Finance and Facilities Committee Minutes
Trustee Kimberly Moore, Chair**

Wednesday, June 6, 2018

MINUTES

Committee Members Present: Chair Kimberly Moore, Trustee Mathew Carter, Trustee Kelvin Lawson, Trustee Craig Reed

Call to Order / Roll Call

Chair Moore called the meeting to order. Mrs. Turner called the roll. A quorum was present.

CONSENT ITEMS

Approval of Minutes – March 7, 2018

There were no revisions to the minutes.

The motion to approve the consent item September minutes was made by Trustee Perry and seconded by Trustee Carter. The motion carried.

ACTION ITEMS

Approval of Capital Improvement Program (2019-2024)

AVP Kapileshwari stated that The Board of Governors requires each university to submit a fixed capital outlay legislative budget request and an updated five-year (CIP) capital improvements plan. The CIP is a rolling five-year outlook for the PECO (Public Education Capital Outlay) eligible projects for Education and General Use (E&G) spaces.

This year, with the exception of Lee Hall Auditorium renovation project at #4, the CIP list is otherwise similar to last year's. The top three projects continue to remain as CASS, infrastructure, and classroom technology. AVP Kapileshwari also shared that the team is pursuing a performance contract to help with campus infrastructure needs and for generating energy savings. After approval of the CIP list, the next steps will include working with the respective campus departments and Colleges in preparation of the project narratives and finalizing the report.

The motion to approve this agenda item was carried.

Approval of Energy Savings Performance Contract Vendor Selection Authorization to Proceed with Negotiations

AVP Kapileshwari stated that to continue the university's energy savings initiative, Plant Operations and Maintenance and Procurement Services advertised the energy savings performance solicitation 004-2018 in the form of an invitation to negotiate (ITN). The intent and purpose of this ITN was to select an

Florida Agricultural and Mechanical University Board of Trustees



energy savings contractor. Each company had the option of recommending one or more projects that included lighting mechanical water. The university's ITN committee has selected Honeywell Building Technologies Company as the highest ranked firm followed by Siemens as number two. In the event that the University is unable to come to terms with the negotiations with the top ranked firm, it reserves the right to proceed with the next ranked firm. The committee recommends authorization of the following: the University staff to commence negotiations with Honeywell for energy and performance contracting authorize our president to execute those documents as necessary and approved by the Office of General Counsel to facilitate the energy performance contracting and finally bring the negotiated contract back to the BOT for final approval.

The motion to approve this agenda item was carried.

Approval of Preliminary 2018-19 Budget

Director Mathis stated that the preliminary budget item is brought forth every year as required by the Board of Governors. The Budget Council met with each individual Division VP to review their budget. There was a discussion about what was done with the monies and what would happen if there were a 5% cut. The division leaders explained how they would move FAMU forward in the performance-based budgeting, the strategic plan, as well as the President's goals

The motion to approve this agenda item was carried.

Approval to Amend FAMU Regulation 6, Procurement

Interim Director Smith stated that among the proposed amendments was the title change from Purchasing to Procurement and a provision to provide the university authority to extend a contract without a competitive process for up to 12 months or until completion of a competitive solicitation an award. Also included in the amendment was clarification on the advertisement exemption, to remove the purchase of media placement as an exempt service. Other items included in the proposed amendment were stated and referenced in the committee material.

The motion to approve this agenda item was carried.

Approval to Amend BOT Regulation 3.017, Schedule of Tuition and Fees

AVP Holmes stated that the BOT regulations 3.017 is for the universities schedule of tuition and fees. The only change to tuition and fees is the repeat course fee of \$190.84 that represents a \$9.72 increase from the 2017-18 rate. The BOG provides this fee to all universities in the SUS.

The motion to approve this agenda item was carried.

INFORMATION ITEMS

Approval of Center for Access and Student Success (CASS) Amendment #3

This item was moved from action item to informational item only.

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AVP Kapileshwari stated that discussions were continuing with the Board of Governors staff on the best option to move forward to better position the university to receive legislative funding during the next year. This option will be finalized in the coming days and will be brought back to this Board as an action item. AVP Kapileshwari also shared that to date there were two amendments that have been approved for the utility and the site work, and after further discussions with the Board of Governors staff, Amendment 3 will be brought forward for consideration.

Approval of Housing Project Plan - Phase 1a

This item was moved from action item to an informational item only.

AVP Kapileshwari stated that in the March 2018 Board Workshop, FAMU's housing facility needs were discussed along with the status of the existing on-campus housing facilities, the history of the proposed development project, and various financing options available. Since the March meeting, the University has received the required Florida legislative and Governor's approvals on SB1712 to move forward with the participation in the Federal Department of Education's HBCU Capital Financing program. AVP Bouie stated that many have used the HBCU Capital Finance program and it is the lowest cost bonds available. Currently a conceptual project cost of 54.4 million dollars includes the 700-bed dorm facility as well as a dining facility that will be included in that project.

Student Housing will remain a priority. The first phase (Phase 1A) will be a 700-bed development program focusing on the student housing replacement. Approximately 500 beds will be replacement beds (for Truth Hall, Paddyfote, and Palmetto North) thereby leaving 200 net new beds. The project team is anticipating project completion by fall 2020 for phase 1A, pending necessary approvals.

The future phases (1B and 1C) could include up to 1400 beds, based on the University's growth projections and demand for additional student housing. AVP Kapileshwari shared the conceptual renderings of the proposed Phase 1A development.

AVP Kapileshwari then discussed the ISES Facility Conditions Audit summary and deferred maintenance plan for housing facilities.

Questions re: Approval of Housing Plan – Phase 1a

- Trustee Carter: is the 54 million the total amount that would be financed?

Response: AVP Bouie responded that the 54 million is for the new project and the restructure will cover the existing debt management needs.

Financial Status Report

AVP Holmes stated that the third quarter revenues year to date exceed expenses by almost 13 million dollars. It is estimated that revenues will exceed operating expenses by about 5.7 million dollars at year-end. Since the bulk of our debt service does not occur until the fourth quarter, the year-end estimate for net balance flow is currently around \$1.4 million that will be added to our reserves for the next fiscal year 2018 –2019.

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Question re: Financial Status Report

- Chair Lawson: Are we meeting the Board of Governors statutory reserve? In addition, are we meeting additional board of trustees' additional requirement around reserves?

Response: AVP Holmes affirmed and added that this just shows operating activity meaning that the revenue and expenses that are coming in throughout this current fiscal year.

Cost Savings (Quarterly Update)

VP Ford presented several cost savings strategies that have been implemented. Future initiatives under review include exploring a travel management software to improve efficiency and create savings and the creation of a shared services unit that will provide resources to improve customer service and improve compliance. One current initiative related to this strategy is the transition of the ticket box office within athletics. As of April 2018, to increase efficiency and compliance monitoring, the athletics ticket box office was restructured to report to the Office of the Controller. Other proposed initiatives were shared.

Project Updates

a) University Construction/Operations (at-a-glance)

- **Utility Savings (Central Plant)**

AVP Kapileshwari shared that although FAMU Infrastructure project was one of the highest ranked projects on the BOG list, FAMU was unable to receive any funding this year. FAMU operations team has done everything possible to keep the existing system not only working, but to save energy and water wherever possible. This led them to identify the cause of lost steam, high water usages and natural gas consumption. Of the three boilers in the Central Energy Plant, one was taken out of service prior to 2016 with the remaining two boilers are suffering from multiple system failures and improper ancillary equipment usage. Water losses were measured at several locations. Once the loss volumes were determined, ancillary equipment changes were undertaken to change and improve the operations. Automated boiler surface blowdown systems were installed on the two operating boilers to only operate when the water quality exceeded certain limits. Condensate returns piping was changed and new controls added to ensure the condensate returned from the campus is pumped into the storage tank instead of the drain.

Repairs to the two operating boilers' burners, replacement of boiler water level and burner firing safety controls, as well as cleaning the boiler's internal water/steam piping, accomplished savings of water, natural gas and chemicals. These savings are about \$900 a day in the warmer months to \$1350 in the colder months, or a calculated average savings of \$1050 per day with 24/7/365 day operation. Using \$1050 per day savings estimate, this comes to over \$380K per year. AVP Kapileshwari shared the charts showing 4% reduction in the pollution levels (Sox, NOx, CO, lead, particulates, VOCs etc.) from 22.9 tons to 21.9, helping University's and our President's environmental stewardship and commitment.

b) Housing Facilities Update

Director Wilder presented the Housing Facilities update and status of several action items related to housing.

The meeting was adjourned.

**Florida Agricultural and Mechanical University
Board of Trustees**



**IV.
Minutes
August 9, 2018**

**Florida Agricultural and Mechanical University
Board of Trustees**



**Budget, Finance and Facilities Committee Minutes
Trustee Kimberly Moore, Chair**

**Date: August 9, 2018
Location: Florida A&M University**

MINUTES

Committee Members Present: Chair Kimberly Moore, Trustee Kelvin Lawson, Trustee Harold Mills

Call to Order/ Roll Call

Chair Moore called the meeting to order. Mrs. Turner called the roll; a quorum was not present.

DISCUSSION ITEMS

Because there was no quorum, the Action Items were transitioned to Discussion Items. The items would then be moved forward for full board action.

2018/2019 University Budget

VP Ford and Director Mathis presented the Operating Budget for 2018/2019. The committee members were reminded that the preliminary budget had been approved in June. The information that had been changed from the preliminary budget was discussed. Five percent budget reductions stayed the same and totaled \$7 million. The plan for the \$7 million includes reallocations towards student scholarships, terminal leave payouts, university reserves, university website, and central plant boiler.

The University asked for \$14 million; however, it was only given \$6 million by the legislature. These funds are needed to enhance the pathway to degree attainment, online courses, and strengthen the academic programs. The University also added three positions, a psychologist that will fill the assistant director position for the 2+2 Program and two advisor counselors for the homeless and for advocates. These funds are being allocated according to the Legislative Budget Request (LBR).

There were a few changes to the Schedule 1 Sheet that must be sent to the BOG. Risk Management Insurance caused a \$281,000 increase (the cost of insurance increased). In addition, there were slight increases due to payables that the University had on June 30. There were no other major changes.

For clarification on the five percent budget reduction, Dr. Ford indicated that they would make the allocation of the \$7 million clearer on the spreadsheet on the line items.

Questions/Comments re: 2018/2019 University Budget

- Trustee Lawson raised a question about energy efficiency considerations for the University's new boiler.

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Response: Dr. Ford responded affirmatively adding that the energy efficiency was being negotiated. The University may not need to spend \$1.3 million on the boiler however; the amount would be allocated just in case. If there were monies left over from the purchase of the boiler, these monies would go back into the University reserves.

- Trustee Mills indicated that he thought that the amount allocated for the University's website number was very high. Trustee Mills also wanted further clarification on terminal leave process.
Response: Dr. Ford explained the terminal leave process where monies are paid to former employees for their leave time. Dr. Ford indicated that the requested monies are to be put into reserve for these payouts. Trustee Moore added that terminal leave is a great concern for the University due to the transition that occurred with the Athletics staff having to be paid out over \$200,000. Trustees Mills and Moore indicated that this was a huge concern however Dr. Ford and Trustee Moore indicated that they are looking into changing the language of the policy on terminal leave.

CASS Building Amendment #3

Dr. Ford initiated the discussion on expending the remaining funds of the \$16 million allocated towards the CASS building. AVP Kapileshwari added that the legislature did not allocate additional funding for the CASS building this year. However, tremendous progress has been made where the design work and underground utility work are complete and some of the site work is done. There is \$9.4 million left and the monies will be used to continue the construction on the project by completing the site work, starting the electrical, plumbing, shell building and foundation. The University will continue to work with the BOG to ensure that they are comfortable with the University's approach. The request is for the approval of the BOT to move forward with amendment # 3.

Questions/Comments re: 2018/2019 University Budget

- Trustee Washington raised a question about investing \$3.5 million on the shell building and where the funds were coming from for this portion.
Response: VP Ford indicated that there is a Title III endowment in the FAMU Foundation and between the interest and the principal that matures in 2019; the University has more than \$3.5 million. This money is to be used just in case the University does not receive additional funding.
- Trustee Lawson recommended presenting the next steps to the BOG. He added that he has spoken with the Chancellor of the BOG and he agrees that the plan makes sense.
- Trustee Mills asked for clarification on the expenditures related to the project.
Response: AVP Kapileshwari noted that there were soft costs (costs not directly associated with construction) such as design architect, soil testing and engineering team.

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- Trustee Mills suggested that the costs for these professional services be itemized on the amendment. He also raised the question about whether the plan would be to ensure that the CASS building could be used even if not all of the monies were received to complete construction.
Response: *Dr. Robinson indicated that the University would lobby the legislature for additional funding. He added that there would be risk in just sitting on the money that has already been appropriated for this project.*

- Trustee Mills asked whether it was normal to proceed with a \$40 million construction project when not all of the monies were received from funding sources.
Response: *Dr. Ford, Trustee Moore and Dr. Robinson indicated that this was a common practice in the SUS. Every other university has a one-stop shop so this building has to be a priority. Trustee Moore reminded that the reason behind finding the Title III funding resource was to be able to move the project forward. She added and Trustee Lawrence agreed that the University must be aggressive and more effective in lobbying the legislature. Trustee Lawson reiterated a portion of a conversation had with the Chancellor about not having the additional funding. He also gave Trustee Mills the example of how Florida State University just received the funding to complete their building project. Dr. Robinson indicated that the RICE Capital funds could be spent on the CASS building as well as housing; however, those funds are being used for housing right now.*

- Trustee Moore asked Dr. Robinson to walk the committee through the process of how the pharmacy building was constructed in increments as opposed to all at once. There were different visions of what the pharmacy building should look like as well as the scope of the project.

- Trustee Mills asked whether there were any investment items in the budget for legislative efforts.
Response: *Dr. Robinson shared that there are positions in his office under governmental relations. Discussions also included hiring a lobbying firm.*

The meeting was adjourned.

**Florida Agricultural and Mechanical University
Board of Trustees**



V.

Approval of Campus Master Plan



Florida Agricultural and Mechanical University Board of Trustees Action Item

Meeting Date November 20, 2018

Agenda Item: _V_

Item Origination and Authorization				
Policy _____	Award of Bid _____	Budget Amendment _____	Change Order _____	
Resolution <u>X</u>	Contract _____	Grant _____	Other _____	

Action of Board				
Approved _____	Approved w/ Conditions _____	Disapproved _____	Continued _____	Withdrawn _____

Subject:

Campus Master Plan Update and Campus Development Agreement (CDA) approval and adoption.

Rationale:

The development of the FAMU Master Plan Update is a requirement under Subsection 1013.30 (9) F.S. The Final Master Plan and Supporting Inventory, and Analysis documents are used to determine necessary facility requirements, building placement and proposed campus expansion to support the proposed student enrollment.

Currently, the existing master plan is going through the five-year intermediate update.

We have completed:

- Over 20 visioning sessions with stakeholders and stakeholder groups including academic, research, auxiliary, sustainability, student affairs, student government, and alumni
- Master Plan Update Presentation to Board of Trustees in March 2018 (action item - approval to initiate agency review, public hearings, and CDA)
- Informal Public Information Session Open House (per Florida Statutes)
- First Public Hearing (per Florida Statutes; advertisement in local newspaper)
- Submit Draft Master Plan to Host Community + State Agencies (per Florida Statutes; 90 days for review, advertisement in local newspaper)

The following is the tentative look ahead schedule for completing the final master plan update:

November 2018

- First City of Tallahassee Public Hearing to approve existing Campus Development Agreement extension through June 2019
- BOT Meeting to approve Campus Master Plan with revisions as transmitted to Tallahassee-Leon County Planning Department

December 2018

- Second City of Tallahassee Public Hearing to approve existing Campus Development Agreement extension through June 2019
- Second City of Tallahassee Public Hearing to approve Campus Master Plan Update



Florida Agricultural and Mechanical University Board of Trustees Action Item

- First City of Tallahassee Public Hearing to approve updated Campus Development Agreement

January 2019

- Second City of Tallahassee Public Hearing to approve updated Campus Development Agreement
- Execute Campus Development Agreement with City of Tallahassee

Recommendation: Approve and adopt the Campus Master Plan update and the Campus Development Agreement for the Florida Agricultural and Mechanical University.

Attachments:

1. Agency summary review document
2. Tallahassee-Leon County master plan tracking response

AGENCY		Comment	Transportation Element	Housing	General
City of Tallahassee	Growth Management Department	Comments Received			
City of Tallahassee		Comments Received			
PLACE-Planning, Land Management and Community Engagement	Tallahassee-Leon County Planning Department	Comments Received			
PLACE-Planning, Land Management and Community Engagement	Tallahassee-Leon County Planning Department	Comments Received			
City of Tallahassee		Comments Received			
Leon County Board of County Commissioners		Comments Received			
Northwest Florida Water Management District		No comments			
Office of Intergovernmental Programs	Department of Environmental Protection	No objections			
Department of Transportation - District Three					
Apalachee Regional Planning Council		No objections	Establish Max parking spaces, sig ped crosswalks and other calming features alon Wahnish Way	FLU - coord with property owners and developers to guide near campus housing to be walkable, mixed use and accommodate 70% of off-campus housing for students	
Division of State Lands	Florida Department of Environmental Protection	Complies			
Office of the Governor	Cabinet Affairs	No response			
Florida Fish and Wildlife Conservation Commission	Conservation Planning Services	No response			
Department of Agriculture and Consumer Services	Office of Policy and Budget	No response			
Department of Economic Opportunity	Bureau of Comprehensive Planning	No comments			
Department of Education					
Office of Educational Facilities		No response			
Department of State	Bureau of Historic Preservation	No objections			Record and evaluate buildings for National Register of Historic Places; Regarding archaeological resources, consult for ground disturbance
State University System of Florida	Board of Governors	No comments			
PLACE-Planning, Land Management and Community Engagement	Tallahassee-Leon County Planning Department	Comments Received			
City of Tallahassee	Growth Management Department	Comments Received			
PLACE-Planning, Land Management and Community Engagement	Tallahassee-Leon County Planning Department	Comments Received			
City of Tallahassee	Growth Management Department	Comments Received			

Apalachee Regional Planning Council

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson,
Liberty, Leon and Wakulla counties and their municipalities



May 11, 2018

Office of Facilities Planning, Construction, and Safety
Florida A&M University
2400 Wahnish Way, Suite 100
Tallahassee, Florida 32307

Dear Mr. Kapileshwari:

Upon review, the Apalachee Regional Planning Council (ARPC) has **no objections** to the proposed Florida A&M University Campus Master Plan.

The Florida A&M Master Plan update includes numerous useful analyses, such as those identifying stormwater management, water distribution, and solid waste improvements to be made. The Council commends the University for its goal to reduce solid waste volume by 20% in the next two years.

As the Main Campus portion of the University is situated within the Multi-Modal Transportation District - with the goals of enabling mixed uses to support walking and cycling, densities to support transit, interconnected streets and paths, and good urban design – the Office of Facilities Planning could consider setting a maximum number of vehicles to be accommodated (after which no new parking spaces would be provided). Simultaneously, signalized pedestrian cross walks, curb bulb-outs, chicanes, and other transportation design features to slow traffic along Wahnish Way and other central-campus avenues would enhance the goals of pedestrian and non-vehicular circulation on campus and contribute to the 'campus aesthetic' established by FAMU way.

Finally, as the Future Land Uses to the west and east of the University comprise University Transition and Central Urban districts and include portions found within the Community Redevelopment Area, the campus could consider working with property owners and developers to guide near-campus housing outcomes that are walkable, mixed use, and which accommodate the 70% of students anticipated to be living in off-campus housing.

If the Office of Facilities Planning, Construction, and Safety has any questions, feel free to direct them to Richard Fetchick, at RFetchick@thearpc.com or 850.488.6211x100.

Sincerely,

A handwritten signature in black ink that reads "R Fetchick".

Richard Fetchick
Regional Planner

From: [Plan Review](#)
To: "sameer.kapileshwari@famuedu"; [DCPexternalagencycomments](#)
Cc: [Plan Review](#)
Subject: Florida Agricultural and Mechanical University (FAMU) Campus Master Plan
Date: Thursday, June 21, 2018 1:55:00 PM
Attachments: [image002.png](#)

To: Sameer Kapileshwari, Associate Vice President FAMA

Re: FAMU 2015-2025 Campus Master Plan Update

The Office of Intergovernmental Programs of the Florida Department of Environmental Protection (Department) has reviewed the above-referenced campus master plan update under the provisions of Chapter 163, Florida Statutes. The Department conducted a detailed review that focused on potential adverse impacts to important state resources and facilities, specifically: air and water pollution; wetlands and other surface waters of the state; federal and state-owned lands and interest in lands, including state parks, greenways and trails, conservation easements; solid waste; and water and wastewater treatment.

Based on our review of the submitted campus master plan, the Department has found no provision that, if adopted, would result in adverse impacts to important state resources subject to the Department's jurisdiction.

Please submit all future plans by email to plan.review@dep.state.fl.us. If your submittal is too large to send via email or if you need other assistance, contact Suzanne Ray at (850) 717-9037.



Rick Scott
Governor

Carlos Lopez-Cantera
Lt. Governor

Noah Valenstein
Secretary



Florida Department of Environmental Protection

Marjory Stoneman Douglas Building
3900 Commonwealth Boulevard
Tallahassee, Florida 32399-3000

May 14, 2018

Mr. Shawn Kalbli
Wood and Partner, Inc.
1211 Miccosukee Road
Tallahassee, Florida 32308

RE: Florida A&M University - Lease No. 2723

Dear Mr. Kalbli:

The Division of State Lands, Bureau of Public Land Administration has received and reviewed the above-mentioned Campus Master Plan and find that it complies with the applicable statutes and rules. The Campus Master Plan update is due 10 years from the effective date of the parent lease and every 10 years thereafter. The next Campus Master Plan update will be due **May 14, 2028**.

Acceptance of this Campus Master Plan does not waive the authority or jurisdiction of any governmental entity that may have an interest in this project. Implementation of any activities proposed by this plan may require a permit or other authorization from federal and state agencies having regulatory jurisdiction over those activities.

Sincerely,

A handwritten signature in black ink that reads "Cheryl C. McCall".

Cheryl McCall, Chief
Bureau of Public Land Administration
Division of State Lands

CM/cb



FLORIDA DEPARTMENT *of* STATE

RICK SCOTT
Governor

KEN DETZNER
Secretary of State

Mr. Sameer Kapileshwari
Facilities, Planning, Construction, and Safety
Florida Agricultural and Mechanical University
2400 Wahnish Way, Suite 100
Tallahassee, Florida 32307

August 3, 2018

RE: DHR Project File No.: 2018-3665
Florida Agricultural and Mechanical University 2015-2025 Campus Master Plan Update
County: Leon

Dear Mr. Kapileshwari:

In accordance with this agency's responsibilities under Sections 267.061 and 1013.30(6), *Florida Statutes*, we reviewed the referenced Campus Master Plan.

We note that Objective 1.4 of the Future Land Use Element addresses some historic resource concerns, however FAMU should continue to record and evaluate buildings for eligibility for listing in the *National Register of Historic Places* as they turn 50 years of age. In addition, once they have reached this age, our office will need to be consulted with for any proposed alterations, renovations, or demolitions.

Also, due to the high probability of archaeological resources being present, our office will need to be consulted with for any proposed projects involving ground disturbance.

Thank you for the opportunity to review the Campus Master Plan. If you have any questions, please contact Deena Woodward, Community Assistance Consultant, by email at Deena.Woodward@dos.myflorida.com, or by telephone at 850.245.6333 or 800.847.7278.

Sincerely,

Timothy A. Parsons, Ph.D.
Director, Division of Historical Resources
& State Historic Preservation Officer

DRAFT

September 24, 2018

Ms. Susan Denny, Senior Planner
Land Use Planning
Tallahassee-Leon County Planning Department
French Renaissance Center, Third Floor
435 North Macomb Street
Tallahassee, Florida 32301

SUBJECT: City of Tallahassee Comments on Florida A&M University Master Plan Update

Dear Ms. Denny:

On behalf of Florida A & M University, we are pleased to provide the following responses to the comments received submitted based on your review of the Campus Master Plan update 2015-2025. Included with the responses below we are including updated documents for the respective Evaluation & Appraisal Report and Final Master Plan Elements. Also attached are response letters received from state agencies for your records.

If you have questions or comments please feel free to contact me. We look forward to working with you and your Team on the adoption of the plan.

Respectfully,

Sameer Kapileshwari, P.E. LEED AP FMP
Associate Vice President
Facilities, Planning, Construction, and Safety

Attachments: Amended Evaluation and Appraisal Report (EAR), Inventory and Analysis, and Final Master Plan Elements; Agency Review Summary Table and Comments

CC: Dr. Wanda Ford, Vice President for Finance & Administration
Craig Talton, Associate AIA, CCP, Director FAMU Facilities, Planning, Construction, and Safety
Shawn C. Kalbli, Wood+Partners, Inc.

1. CONSISTENCY WITH THE TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN

The Tallahassee-Leon County Planning Department finds the master plan update consistent with the Tallahassee-Leon County Comprehensive Plan, subject to the requirements of Intergovernmental Coordination Objective 1.6[I], and Policy 1.6.1[I]. The consistency memorandum is included as Attachment #1.

Response: Noted.

2. OVERVIEW OF PRINCIPAL ISSUES

The City's primary concern with the FAMU Master Plan Update is the potential adverse effect on the residential neighborhoods adjacent to the proposed southeast support core area. Also, coordination of FAMU development with City of Tallahassee and Blueprint infrastructure, as well as South Monroe (SoMo) redevelopment plans, especially the area adjacent to South Adams Street, are important to the City. The following is a chart of the principal staff concerns with the FAMU Master Plan Update.

Issue:	Specific	Department/Section	COT Response
Proposed Stadium Driveways	Access thru Broad Street and Putnam Dr.	Planning, Growth Management, Neighborhood, Engineering	Master Plan (MP) should include policies on how to minimize traffic impacts of stadium traffic on nearby residential preservation areas.
<i>Response: At this time FAMU is not seeking approval of the proposed stadium, retail, and housing. Prior to advancement of the planning, design, and construction of the proposed stadium, a policy will be added that identifies efforts to minimize traffic impacts of stadium traffic on nearby residential preservation areas.</i>			
Issue:	Specific	Department/Section	COT Response
Neighborhood Compatibility	New Stadium, retail and housing	Growth Management, Planning	Add policy to MP indicating that development Agreement should evaluate roadway improvements to the City of Tallahassee roadway network to accommodate impacts of new development
<i>Response: A policy was added to Element 11, Goal 1, Objective 1.2, Policy 1.2.13. At this time FAMU is not seeking approval of the proposed stadium, retail, and housing. Prior to advancement of the planning, design, and construction of the proposed stadium, retail, and housing FAMU will evaluate roadway improvements</i>			
Traffic Circulation	The MP does not reflect an alternate of MLK Blvd to the stadium but instead routes traffic through the Broad Street	Planning Department	Correct the traffic circulation map to reroute the road to the stadium through the internal MLK Blvd.

	neighborhood		
<i>Response: See above. At this time FAMU is not seeking approval of the proposed stadium, retail, and housing. Prior to advancement of the planning, design, and construction of the proposed stadium, retail, and housing FAMU will evaluate roadway improvements.</i>			
South Monroe Street Redevelopment	MP does not reflect how new development will interface with the proposed development and improvement on S. Monroe Street near Putnam Drive	Planning Department	Provide policies that specifically address the coordination of the proposed southeast campus development with the redevelopment area of South Monroe Street near Putnam Drive.
<i>Response: A policy was added to Element 4, Goal 1, Objective 1.2, Policy 1.2.5.</i>			
MP limits internal vehicle traffic to staff and visitors	Increase in off-street parking in nearby residential areas	Neighborhood Affairs, Planning	Modify policy stating that prior to modifications, FAMU will coordinate with COT to ensure no negative impacts to residential neighborhoods
<i>Response: A policy was added to Element 11, Goal 1, Objective 1.2, Policy 1.2.5.</i>			
Neighborhood Compatibility	Plan proposes multi-story buildings immediately adjacent to local residential streets	Growth Management, Planning	MP shall include policies that soften the edge of new development with residential areas (buffers, step-down etc.)
<i>Response: A policy was added to Element 4, Goal 1, Objective 1.1, Policy 1.1.6.</i>			
MMTD Standards	Multi-level parking Garages are proposed adjacent to Adams Street	Growth Management, Planning	A policy shall be added that active uses shall line the ground floor of the parking garages adjacent to public streets, consistent with MMTD standards
<i>Response: A policy was added to Element 11, Goal 1, Objective 1.1, Policy 1.1.1.</i>			
Expansion Area	The MP does not indicate any potential expansion area	Planning Department	Consider adding map and policies of a nearby expansion area adjacent to the east side of campus to lessen the impacts of new development on neighborhoods.
<i>Response: In preparation of the 2015-2025 FAMU Campus Master Plan update, the university evaluated expansion of the campus boundary. At this time FAMU does not anticipate expansion of the campus boundary.</i>			
Intergovernmental Coordination	Integration of FAMU development with other agencies	CRTPA	The MP shall include a policy that references FDOT Orange Avenue Study, BP Southwest Area and CRTPA Adams Street Corridor Plan and the ability of the projects to

			impact traffic circulation in and near FAMU.
<i>Response: A policy was added to Element 11, Goal 1, Objective 1.2.2.</i>			

3. COMPLETE CITY DEPARTMENT COMMENTS

The following is a list of specific city comments listed by Department/Division.

Planning Department comments:

1. The Tallahassee-Leon County Planning Department finds the master plan update consistent with the Tallahassee-Leon County Comprehensive Plan, subject to the requirements of Intergovernmental Coordination Objective 1.6[I], and Policy 1.6.1[I]. The consistency memorandum is included as Attachment #1.

Response: Noted.

2. The proposed land use map in the Master Plan identifies several new developments in the south end of the campus on its east side, including new multi-story housing dormitories, several parking garages, and a new stadium with supporting athletic facilities and mixed-use retail. These developments are generally considered desirable, and are consistent with the existing Tallahassee – Leon County Comprehensive Plan, which calls for development and redevelopment within the urban area of Tallahassee. However, a majority of these proposed facilities will be located adjacent to an existing single family neighborhood that currently has a land use designation of Residential Preservation (RP) and an RP-2 zoning designation. Policy 1.3.3 in the Campus Master Plan states:

Policy 1.3.3

FAMU shall continue to be an active participant in City of Tallahassee-Leon County planning and zoning activities to assure that decisions regarding University land uses have a neutral or positive impact on surrounding land uses and, conversely, that land use decisions affecting properties proximate to the University have a neutral or positive impact on University activities.

This policy may need to be amended to state that FAMU will, through the Development Agreement with the City of Tallahassee, maintain consistency with the City/County Comprehensive Plan and the City of Tallahassee’s Land Development Code for locating medium- and high-density residential and non-residential uses adjacent to low-density residential neighborhoods, especially those that have a majority of owner-occupied units, and to coordinate with the City of Tallahassee to address any incompatibilities and/or other impacts to these neighborhoods from the development and redevelopment of the FAMU campus.

Response: A policy was added to Element 4, Goal 1, Objective 1.3, Policy 1.3.3.

3. Table 9.1 in Policy 4.1.1 of the Solid Waste Sub-Element indicates solid waste Level-of-Service (LOS) standards in pounds/FTE/day (FTE = Full Time Equivalent student). The LOS for solid waste in the Master Plan rises from 7.40 in 2015 to 7.65 in 2020. A similar table in the utility element of the Comprehensive Plan provides the LOS expressed in pounds/capita/day. However, the LOS in the Comprehensive Plan increases incrementally from 7.20 in 2011 to 7.40 in 2015, and then remains at

that level through 2030. Table 9.1 may need to be amended to be consistent with the Comprehensive Plan so that the waste collection and disposal services provided to FAMU by the City of Tallahassee remain efficient and predictable, and that recycling be encouraged so as to not increase solid waste generated per FTE over time.

Response: Element 9, Goal 4, Objective 4.1, Policy 4.1.1 and Table 9.1 have been revised to be consistent with the comprehensive plan.

4. The Florida A&M context area map was not included in the master plan update.

Response: The map has been added.

5. If expansion of the campus area is sought, the master plan update should include policies that allow for an expansion area on the west side of Campus, south of FAMU Way to channel development into a more intensely developed area, away from a predominance of single-family residential development.

Response: In preparation of the 2015-2025 FAMU Campus Master Plan update, the university evaluated expansion of the campus boundary. At this time FAMU does not anticipate expansion of the campus boundary.

6. Policies should be added to the Master Plan that specifically address the coordination of the proposed southeast campus development on FAMU to ensure that the design is compatible with the proposed re-development area of South Monroe Street near Putnam Drive.

Response: A policy was added to Element 4, Goal 1, Objective 1.2, Policy 1.2.5.

7. The traffic Circulation map should be modified to re-route traffic to the southeast campus development to eliminate the entrance from Broad Street by re-aligning Martin Luther King Jr. Boulevard through campus.

Response: At this time FAMU is not seeking approval of the proposed stadium, retail, and housing. Prior to advancement of the planning, design, and construction of the proposed stadium, retail, and housing FAMU will evaluate roadway improvements.

8. A policy should be added to the master plan that requires active uses to be on the ground floor of multi-level parking garages along South Adams Street.

Response: A policy was added to Element 11, Goal 1, Objective 1.1, Policy 1.1.1.

9. Transportation overview Map should be modified to depict Wanhish Way as a major collector through campus.

Response: The Transportation Overview Map has been modified.

Growth Management comments:

The Growth Management Department reviewed the FAMU Campus Master Plan documents dated January 2018, including the Final Master Plan, the Evaluation and Appraisal Report, and the Inventory & Analysis Report. Our comments are provided below.

- A. Final Master Plan
 - 1. Major Comments
 - a. Page viii, Master Plan Exhibit

Figures 1 through 5 attached to this memo provide the basis of staff's evaluation of the FAMU Master Plan at page viii. Figure 1 highlights proposed new development in red and demonstrates that campus growth is focused on the north and east sectors of FAMU. Figure 2 identifies the existing City Residential Preservation zoning that is currently adjacent to the FAMU campus. Figure 3 shows the major roads on or near the FAMU campus (solid blue lines) and the proposed new roads to the stadium (dashed yellow lines). Figure 4 divides the City land surrounding the campus into five review areas. Finally, Figure 5 provides an overview of each review area, including existing uses, zoning, FLUM designations, and road connectivity. Area 4 appears to have the greatest potential for off campus impacts. As detailed by Figure 5, it will be next to the new stadium, various retail uses, 10 new dormitories, and new academic buildings. The potential impacts from this new development will likely be due to the following issues:

- 1.) Proposed Stadium Driveways – Access to the stadium is proposed from Adams Street to the south and from Wahnish Way to the north. Given the volume of traffic that will likely be generated by the stadium, it would be ideal to take access from Orange Avenue, but it appears that would have adverse impacts to the conservation area on the south side of campus. However, the proposed points of entry are near residential neighborhoods. The Campus Master Plan should explore how impacts from stadium traffic will be minimized in residential areas.
- 2.) Road Congestion – To ensure optimal compatibility with the adjacent neighborhoods, the development agreement should evaluate the anticipated trip generation of the stadium, the dormitories, and the retail and identify the road improvements needed to accommodate that growth.
- 3.) Impacts to the Existing Residential Character – A significant amount of development is proposed along the periphery of the single family neighborhood on the west side of Adams Street. The Campus Master Plan should address traffic circulation, as well as parking demand and supply, to preserve the character of this neighborhood.
- 4.) Transition between the Campus and the Adjoining Residences – The Campus Master Plan should have an expanded discussion of Area 4 and how the edge of the new development will relate to the surrounding residential neighborhoods. Standards should be established that will shape the transition between the FAMU campus and its neighbors, particularly in residential neighborhoods.

Response: See policy additions referenced in table and responses above.

2. Minor Comments

- a. Page i, Line 5 – Reference to resolution is to number “XX-XX”.

Response: The FAMU Board of Trustees will issue the resolution number upon master plan adoption.

- b. Page ii, Line 25 and Page 7-1, Line 15– It appears that the text was intended to read as follows: “...increasing student bed spaces from ~~to~~ thirty percent (30%) of student enrollment to...”

Response: Modified text.

- c. Pages 4-2 and 4-3 – Several references are made to the FLUM as Figure 4-1. It is labeled as Figure 4-A.

Response: Modified text.

- d. Page 7-1, 3rd paragraph – The text does not describe the same numbers as the table immediately below it.

Response: The narrative on Page 7-3, 3rd paragraph has been amended.

- e. Page 7-3, Objective 1.2 – The objective states that the bed inventory will be 30% of enrollment, but the text elsewhere states that the goal is 33%.

Response: Objective 1.2 on Page 7-3 has been amended.

- f. Page 7-4, Policy 1.2.2 – The policy indicates that urban design will be used to promote rural character and refrain from urban patterns of development. The text elsewhere promotes a densification of the land use pattern.

Response: Policy 1.2.2 on Page 7-4 has been amended.

- g. Page 7-4, Line 19 – It appears that the text was intended to read as follows: “...and infrastructure improvements in ~~of~~ all housing facility projects...”

Response: Modified text.

- h. Page 8-2, Objective 1.1 – The objective ensures the availability of open space through 2015. The year should be updated.

Response: Modified text.

B. Evaluation and Appraisal Report

1. Major Comments

- a. Page 3-1, Line 21 – The text states that “More defined edges of campus need to be addressed to distinguish the campus from its host community. Entrances into the campus should be embellished more, as well as defining a more formal main entrance onto the campus.” Please see the above discussion regarding the Campus Master Plan.

Response: See policy additions referenced in table and responses above.

2. Minor Comments

- a. Page 1-1, Line 39 – The text references “the existing 2010-2010 Strategic Plan”. Please correct the date.

Response: The reference is correct as it pertains to the prior strategic plan which was updated.

- b. Page 2-2, Line 2 – It appears that the text was intended to read as follows: “and expanded the curriculum ~~curricula~~ of established programs”

Response: Modified text.

- c. Page 14-1, Line 35 – It appears that the text was intended to read as follows: “The University completed the Educational Plant Survey ~~the University~~ and engaged in...”

Response: Modified text.

- d. Page 17-1, Line 30 – It appears that the text was intended to read as follows: “The assigned superintendent would be thoroughly familiar with all ~~an~~ aspects of each building...”

Response: Modified text.

C. Inventory and Analysis Report – No comments.

Finally, staff will also examine level of service impacts during the subsequent Campus Development Agreement process.

Response: Noted.

Blueprint IA comments:

1. A sentence shall be added to the Stormwater and Drainage paragraph in introduction to the General Stormwater Element which states the following; “For any new development FAMU shall consider partnership with the city to promote new ideas and the construction of a regional stormwater facility.

Response: Added sentence to Element 9 introduction paragraph.

2. Policies should be added for emphasis on Adams Street in the transportation section with regard to the BP 2020 projects.

Response: A policy was added to Element 11, Goal 1, Objective 1.2, Policy 1.2.2.

CRPTA comments:

The CRTPA offers the following general comments related to the Transportation Element of the Florida Agricultural and Mechanical University 2015 – 2025 Campus Master Plan Update:

Transportation Element Objectives 1.2, 1.3 and 2.2 and supporting policies discuss coordination and cooperation with TLCPD, CRTPA and FDOT related to motorized and non-motorized modes, including improvements to Adams Street and Orange Avenue. The CRTPA supports the University’s continued coordination with these agencies identified above and offers the following updated information related to transportation projects within the FAMU area:

- The Florida Department of Transportation is initiating a project development and environment (PD&E) study for Orange Avenue (SR 373) from Capital Circle to Monroe Street (Project #4379021). This study will evaluate improvements to the corridor including the potential addition of lanes.
- The CRTPA, in concert with the Blueprint Intergovernmental Agency, is currently developing a project in the southwest area of Tallahassee (“Southwest Area Transportation Plan”). This project will ultimately result in corridor plans to enhance safety, mobility and connectivity with Phase 1 of the project involving a focus on Orange Avenue. Public meetings associated with this phase are scheduled to occur shortly (late June).
- The CRTPA will soon initiate a review of the Adams Street corridor (Orange Avenue to Bronough/Duval Streets) that includes the university’s eastern boundary. This review will involve a technical analysis and may ultimately result in the development of a corridor study for this roadway.

Response: A policy was added to Element 11, Goal 1, Objective 1.2, Policy 1.2.2.

Star Metro Comments

Master Plan Policy 1.3.1 FAMU shall continue its support of transit use by maintaining existing points of dissemination for information on transit schedules and fares. Additional FAMU 2015-2025 Master Plan Update 11-6 January 2018 Final Master Plan BR-352 Transportation Element locations for positioning of information kiosks along with transit shelters and benches will be identified as the size and diversity of campus facilities expands.

- StarMetro shall be consulted on transit shelter and bench selection and location to ensure compliance with Federal and state requirements.

Response: Element 11, Goal 1, Objective 1.3, Policy 1.3.1 was amended to include the statement above.

Master Plan Policy 1.3.3 FAMU shall coordinate with StarMetro as additional pedestrian promenades/transit corridors are developed, such as the successful designation of a portion of Martin Luther King Jr. Boulevard. Coordination includes enhancements to the Star Metro's transit route/schedule.

- Currently StarMetro's Dogwood route utilizes MLK in both directions between Gamble and Palmer.

Response: Element 11, Goal 1, Objective 1.3, Policy 1.3.3 was amended to include the statement above.

Underground Utilities and Public Infrastructure Comments:

1. The Engineering Division recommends the following strike-through and underline changes to the Transportation Element Objective 1.2 Policies:

Policy 1.2.3

FAMU shall coordinate with the City of Tallahassee and CRTPA to determine the most cost-effective and mutually beneficial means of curtailing unlimited access from local roadways into the FAMU campus. A determination of specific streets to be affected and the mechanisms for achieving the desired intersection and through-street closures shall be jointly investigated by the University, the City of Tallahassee, and CRTPA, ~~and TLCPD staff.~~

Policy 1.2.4

FAMU may restructure its internal roadway network to eliminate through movements on campus roadways except for emergency, transit and University maintenance vehicles. Prior to implementing such modifications, FAMU will coordinate with City of Tallahassee and CRTPA staff and verify that there are no resulting negative impacts to traffic flow within the surrounding traffic network.

Response: The respective policies in Element 11 were amended as stated above. Note the policies have been renumbered 1.2.4 and 7-1, respectively.

2. The Water and Sewer Division recommends the following changes to the FAMU Master Plan Update:

ELEMENT 9 – GENERAL INFRASTRUCTURE ELEMENT

WATER: The majority of the water distribution facilities including water mains, water meters, and fire hydrants are currently operated and maintained by the City of Tallahassee. In most cases, FAMU is only responsible for the water service laterals routed between the water supply main and the individual buildings.

FAMU has completed the "~~Potable Water System Analysis~~" "FAMU Water & Sewer Utility Analysis" ("Water & Sewer Analysis") in conjunction with the City of Tallahassee. The University will coordinate with the City of Tallahassee to evaluate the findings in conjunction with the Master Plan Update including, but not limited to identify water consumption, delivery of adequate water supply and pressure in the future, identify deficiencies and corrective actions by the appropriate agency.

SEWER: FAMU is only responsible for the sewer collection system located on campus. The regional sewer collection system (off campus) and associated wastewater treatment plant are the responsibility of the City of Tallahassee.

FAMU has completed the "Water & Sewer Analysis" in conjunction with the City of Tallahassee. The University will coordinate with the City of Tallahassee to evaluate the findings in conjunction with the Master Plan Update including, but not limited to video inspection findings, inflow/infiltration findings, identify deficiencies and corrective actions by the appropriate agency.

Response: The respective narrative in Element 9 was amended as stated above.

POTABLE WATER SUB-ELEMENT

Policy 2.1.3

The "Water & Sewer Analysis" has been completed by FAMU in conjunction with the City of Tallahassee. This analysis includes, at a minimum, the following efforts:

- Evaluation of the existing water distribution system against the University's adopted level-of-service standards.

Policy 2.1.4

Once the "Water & Sewer Analysis" is executed the report containing such analysis shall become part of this Master Plan. FAMU shall endeavor to continue to upgrade the water distribution system to correct deficiencies and improve water flow and working pressure for domestic and fire protection use as determined by the "Water & Sewer Analysis."

Policy 2.2.1

FAMU shall continue to coordinate with the City of Tallahassee for the construction of additional water main services as required and identified within the "Water & Sewer Analysis." Any water main improvements which include relocation or adjustments of a City main, will require the execution of a "Letter of Agreement" between the City and FAMU prior to construction of such improvements.

Policy 2.2.2

Following implementation of any system improvements, ~~or expansion project~~, FAMU shall update the “Water & Sewer Analysis” to reflect such improvements. Likewise, following any building related expansion projects, FAMU shall reprioritize the remaining projects in its 14.0 Capital Improvement Element and shall subsequently amend this Master Plan Update to reflect improvements.

Response: The respective policies in Element 11 were amended as stated above. Note that Policy 2.2.1 above is Policy 2.2.2 and Policy 2.2.2 above is Policy 2.2.3 in Element 11 of the Final Master Plan document.

SANITARY SEWER SUB-ELEMENT

Policy 3.1.2

The “Water & Sewer Analysis” has been completed by FAMU in conjunction with the City of Tallahassee. The scope of the portion of the “Water & Sewer Analysis” includes, at a minimum, the following efforts:

- Evaluation of the existing system against the University's adopted level of-service standard.
- Evaluation of the existing system by video inspection and inflow and infiltration measurements.
- Evaluation of preliminary sanitary sewer improvements shown on Figures 9.2A and 9.2B of this element and revision of preliminary improvements as necessary.
- Identification of specific deficiencies in the existing system. Identification of corrective measures and determination of associated costs required to achieve the University's adopted level-of-service standard.
- Establishment of priorities for implementing the recommended corrective actions.

Policy 3.1.3

Once the “Water & Sewer Analysis” is executed the report containing such analysis shall become part of this Master Plan. FAMU shall amend this campus Master Plan, as needed, to incorporate the results of the “Water & Sewer Analysis.” Such amendments shall include, at a minimum, the timing, phasing and priority requirements for necessary improvements identified within the analysis.

Policy 3.2.1

The “Water & Sewer Analysis”, based on forecasts through the planning period, FTE counts provided in 2.0 Academic Program Element, is currently being performed by FAMU in conjunction with the City of Tallahassee. The analysis considers projected sanitary sewer collection and disposal needs requirements against the University's level-of-service

standards. The scope of the portion of the "Water & Sewer Analysis" addressing future needs includes, at a minimum, the following efforts:

- Identification of long-range needs through the planning period.
- Forecasts of system deficiencies.
- Identification of projects required to address these shortfalls and determination of associated costs.
- Establishment of priorities for future sanitary sewer collection and treatment service projects to be implemented prior to initiation of new construction projects.

Policy 3.2.2

FAMU shall establish that expansion of the sanitary sewer collection system in accordance with the recommendations of the "Water & Sewer Analysis" required to maintain the University's adopted level-of-service standards shall be constructed prior to occupation of any new or expanded facility.

Policy 3.2.3

FAMU shall coordinate with the City of Tallahassee for the planning, design or construction of any new city sewer distribution lines providing service to the University. Any water main improvements which include relocation or adjustments of a City main, will require the execution of a "Letter of Agreement" between the City and FAMU prior to construction of such improvements.

Policy 3.2.5

Following implementation of any system improvements, ~~or expansion project~~ FAMU shall update the "Water & Sewer Analysis" to reflect such improvements. Likewise, following any building related expansion projects, FAMU shall reprioritize the remaining projects in its 14.0 Capital Improvement Element and shall subsequently amend this Comprehensive Master Plan to reflect same.

Response: The respective policies in Element 11 were amended as stated above.

3. The Stormwater Division recommends the following changes to the FAMU Update Master Plan

STORMWATER MANAGEMENT SUB-ELEMENT

Policy 1.1.1

FAMU shall adopt a level-of-service standard for stormwater management and drainage which meets State of Florida water quality regulations and other applicable local, state and federal regulations. The level-of-service standard for FAMU shall be consistent with the City of Tallahassee and NFWFMD levels of service for drainage and stormwater management water quality. FAMU recognizes the existence of floodplain on the campus and will plan its improvements such that floodplain impacts are minimized and floodplain storage is preserved. If floodplain impacts are anticipated, compensating floodplain storage shall be provided within the campus boundary or at a city approved off-site location and shall be equivalent to existing flood storage at a minimum. All new construction of campus

facilities shall be planned to avoid floodplain areas. Flood resistant structures shall be designed for all new construction within the floodplain boundary. All construction within the FEMA Special Flood Hazard Area shall meet City of Tallahassee floodplain management requirements.

Response: The respective policy in Element 11 was amended as stated above.

**Florida Agricultural and Mechanical University
Board of Trustees**



VI.

Approval of Continuing Services Vendors



Florida Agricultural and Mechanical University Board of Trustees Action Item

Meeting Date **November 20, 2018**

Agenda Item: **VI**

Item Origination and Authorization				
Policy _____	Award of Bid _____	Budget Amendment _____	Change Order _____	
Resolution <u> X </u>	Contract _____	Grant _____	Other _____	

Action of Board				
Approved _____	Approved w/ Conditions _____	Disapproved _____	Continued _____	Withdrawn _____

Subject: Approval of Continuing Service Agreements

Rationale and Summary:

The goal was to select Five (5) companies from each Category (Architects, Civil, Mechanical-Electrical-Plumbing Engineering - MEP, and Construction Management). Additional two (2) companies will be selected for Environmental Health and Safety, and one (1) each for Landscaping and Structural Engineering services.

Per the 287.055(2)(g) Florida Statutes:

(2)(g): A “continuing contract” is a contract for professional services entered into in accordance with all the procedures of this act between an agency and a firm whereby the firm provides professional services to the agency for projects in which the estimated construction cost of each individual project under the contract does not exceed \$2 million, for study activity if the fee for professional services for each individual study under the contract does not exceed \$200,000, or for work of a specified nature as outlined in the contract required by the agency, with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause. Firms providing professional services under continuing contracts shall not be required to bid against one another.

The term of this Agreement is for an initial period of one year. Owner shall have the option to renew this Agreement upon written notice for one (1) additional year at a time up to a total of two (2) additional years.

Process for Procurement:

1. The RFQ was posted in August 2018 and submittals were due in September 2018.
2. A selection committee consisting of 5 members was established to evaluate the responses and make recommendation, based on the pre-established selection criteria of
 - a) Past Performance
 - b) Experience and Ability
 - c) Design Ability
 - d) Minority Business Enterprise (MBE) Credit
 - e) Work in Progress
 - f) SUS Work



Florida Agricultural and Mechanical University Board of Trustees Action Item

After the reviews by the selection Committee the following firms were recommended for awarding the Continuing service agreements, based on their overall score and ranking.

Name of Vendor	Category
Clemons, Rutherford & Associates	Professional Architectural Continuing Services
EMI Architects	
Fitzgerald Collaborative Inc.	
Gilchrist Ross Crowe Architects	
JRA Architects	
Dewberry Engineers Inc.	Professional Civil Continuing Services
George & Associates	
Genesis Group	
Kimley Horn	
North Florida Professional Services	
Affiliated Engineers	Professional MEP Continuing Services
H2 Engineering Inc.	
Moses & Associates Engineering	
Pinnacle Engineering Group	
Watford Engineering Inc.	
Albritton Williams Inc.	Professional Construction Management Continuing Services
Allstate Construction Inc.	
Mad Dog Construction	
RAM Construction and Development	
Shaffield Building Specialties Inc.	
Rose Management Enterprises	Professional Environmental Continuing Services
Servpro Clearwater	
Wood + Partners Inc.	Professional Landscape Continuing Services
Barkley Consulting Engineering, Inc.	Professional Structural Continuing Services

Recommendation: Board of Trustees approve the selection of proposed Continuing Services vendors and authorizes the President to execute the necessary contracts and agreements. These contracts will be executed after the Board approval and review and comments by Office of General Counsel.

**Florida Agricultural and Mechanical University
Board of Trustees**



**VII.
Approval of University's Carryforward
Spending Plan**



**Florida Agricultural and Mechanical University
Board of Trustees
ACTION ITEM**

**Budget, Finance & Facilities Committee
Date: November 20, 2018
Agenda Item: VII**

Item Origination and Authorization				
Order_____	Policy _____	Award of Bid_____	Budget Amendment__X__	Change
	Resolution_____	Contract_____	Grant_____	Other_____
Action of Board				
Approved_____	Approved w/ Conditions _____	Disapproved _____	Continued_____	Withdrawn _____

Subject: Approval of University’s Carryforward Spending Plan

Rationale: The carryforward funds are unexpended E&G balances from all prior-period appropriations. The Board of Governors’ Regulation 9.007(3)(a)2 indicates Universities shall accumulate these funds for activities such as, but not limited to a contingency for unfunded enrollment growth, potential budget reductions, anticipated increases in university operations, and prior year encumbrances. Attached you will find Florida A&M University’s Carryforward Spending Plan that will be submitted to the Board of Governors for review in their January meeting.

Recommendation: It is recommended that the Board of Trustees approve the 2018 Carryforward Spending Plan.

Prepared by: Budget Office

Approved by: Vice President Wanda Ford

FLORIDA A&M UNIVERSITY			
Education and General			
2018-19 Operating Budget - Beginning Carryforward Fund Balance Composition			
August 2018			
			Special Unit or Campus (Title)
			University E&G
A.	Beginning E&G Carryforward Fund Balance - July 1, 2018 :		
	Cash	\$ 31,800,000	\$ -
	Investments	\$ -	\$ -
	Accounts Receivable	\$ 17,100,000	\$ -
	Less: Accounts Payable	\$ 10,000,000	\$ -
	Less: Deferred Fees	\$ -	\$ -
	Beginning E&G Fund Balance Before Encumbrances :	\$ 38,900,000	\$ -
B.	Expenditures to Date :		\$ 1,777,747
C.	Encumbrances to Date :		\$ 2,921,525
D.	E&G Carryforward Fund Balance - as of August 21, 2018 :		\$ 34,200,728
E.	<u>Restricted / Contractual Obligations</u>		
	5% Statutory Reserve Requirement	\$ 8,869,385	\$ -
	Restricted By Appropriations	\$ 1,504,120	\$ -
	University Board of Trustee Reserve Requirement	\$ 8,869,385	\$ -
	Restricted by Contractual Obligations:	\$ -	\$ -
	Compliance Program Enhancements	\$ -	\$ -
	Audit Program Enhancements	\$ -	\$ -
	Campus Security and Safety Enhancements	\$ -	\$ -
	Student Services, Enrollment, and Retention Efforts	\$ -	\$ -
	Student Financial Aid	\$ 4,000,000	\$ -
	Faculty / Staff Instructional and Advising Support and Start-Up Funding	\$ -	\$ -
	Faculty Research and Public Service Support and Start-Up Funding	\$ -	\$ -
	Library Resources	\$ -	\$ -
	Infrastructure, Capital Renewal, Roofs, Renovation, Repair	\$ -	\$ -
	Utilities	\$ -	\$ -
	Information Technology (ERP, Equipment, etc.)	\$ -	\$ -
	Total Restricted Funds :	\$ 23,242,890	\$ -
F.	<u>Commitments</u>		
	Compliance, Audit, and Security		
	Compliance Program Enhancements	\$ 500,000	\$ -
	Audit Program Enhancements	\$ 300,000	\$ -
	Campus Security and Safety Enhancements	\$ 1,500,000	\$ -
	Academic and Student Affairs		
	Student Services, Enrollment, and Retention Efforts	\$ 1,000,000	\$ -
	Student Financial Aid	\$ 1,500,000	\$ -
	Faculty / Staff Instructional and Advising Support and Start-Up	\$ -	\$ -
	Faculty Research and Public Service Support and Start-Up Funding	\$ -	\$ -
	Library Resources	\$ 500,000	\$ -
	Facilities, Infrastructure, and Information Technology		
	Infrastructure, Capital Renewal, Roofs, Renovation, Repair due to Hurricane Micheal	\$ 3,500,000	\$ -
	Utilities	\$ 500,000	\$ -
	Information Technology (ERP, Equipment, etc.)	\$ 1,657,838	\$ -
	Total Commitments :	\$ 10,957,838	\$ -
G.	Available E&G Carryforward Balance as of August 21, 2018 :		\$ -
	* Please provide details of earmark reserve balances (specific issue name, appropriation year, amount).		
	Disclosure Notes:		

2018-19 Category Definitions

5% Statutory Reserve Requirement: in compliance with 1011.40(2), Florida Statutes, each institution shall provide a written notification to the Board of Governors if, at any time, the unencumbered balance in the education and general fund of the university board of trustees approved operating budget goes below 5 percent. As a result, each university reserves an amount equal to 5 percent of its unencumbered balance in the education and general fund.

University Board of Trustees Reserve Requirement: the amount of unrestricted funds set aside by the University Board of Trustees to address critical, unforeseen, or non-discretionary items that require immediate funding, such as unanticipated or uninsured catastrophic events, unforeseen contingencies, state budget shortfalls, or university revenue shortfalls.

Restricted by Appropriations: funds appropriated by the Legislature for a specific purpose as identified by law or through legislative work papers.

Compliance Program Enhancements: initiatives associated with being in compliance with federal law, state law, Board of Governors Regulations or any other entity with which the University must comply.

Audit Program Enhancements: initiatives associated with implementing audit programs of the institution.

Campus Security and Safety Enhancements: the support of campus security and/or safety issues, such as the recruitment of police officers, vehicles, equipment, and investments which promote security and safety at the institution. This issue may also include mental health counseling and services.

Student Services, Enrollment, and Retention Efforts: funds to promote student success through supporting student services programs, addressing enrollment, and assisting with retention efforts to support timely graduation.

Student Financial Aid: funds aimed to reduce student costs and provide the opportunity to obtain a degree in an affordable and timely fashion.

Faculty/Staff Instructional and Advising Support and Start Up Funding: funds identified to support instructional and advising activities, and/or start-up packages for new faculty. Start up packages are often expended over a multi-year period.

Faculty Research and Public Service Support and Start Up Funding: funds identified to support research and public service, and any associated start up funding. Start up packages are often expended over a multi-year period.

Library Resources: materials and database access required to support programs of study and research.

Infrastructure, Capital Renewal, Roofs, Renovation and Repair: funds to support the maintenance of university infrastructures. Such costs may include the following: preventive maintenance, replacement of parts, systems or components; and other activities needed to preserve or maintain the asset.

Utility Costs: the support of utility costs throughout the university.

Information Technology (ERP, Equipment, etc.): funds to improve operational productivity, educational improvements, and technological innovation, implementation and/or maintenance of ERP systems, and technological equipment purchases.

**Florida Agricultural and Mechanical University
Board of Trustees**



VIII.

**Approval of Student Government
Carryforward Funds**



**Florida Agricultural and Mechanical University
Board of Trustees
ACTION ITEM**

Budget, Finance and Facilities Committee

Date: November 20, 2018

Agenda Item: VIII

Item Origination and Authorization				
Order ____	Policy ____	Award of Bid ____	Budget Amendment __X__	Change
	Resolution ____	Contract ____	Grant ____	Other ____
Action of Board				
Approved ____	Approved w/ Conditions ____	Disapproved ____	Continued ____	Withdrawn ____

Subject: Approval of Student Government Carryforward Funds

Rationale: Additional Budget Authority is requested in the following budget entity: Fund 117 Student Activities - Florida Statutes 1009.24(10)(b) states: “Unexpended funds and undisbursed funds remaining at the end of a fiscal year shall be carried over and remain in the student activity and service fund and be available for allocation and expenditure during the next fiscal year.” The amount of unexpended funds for fiscal year 2017-18 is \$328,000 and additional budget authority is being requested for this amount.

Recommendation: It is recommended that the Board of Trustees approve the Student Government Carryforward Funds.

Prepared by: Budget Office

Approved by: Vice President Wanda Ford

**Florida Agricultural and Mechanical University
Board of Trustees**



IX.

Approval of Payment of FAMU DRS Roof Repairs



**Florida Agricultural and Mechanical University
Board of Trustees
ACTION ITEM**

Budget, Finance and Facilities Committee

Date: November 20, 2018

Agenda Item: IX

Item Origination and Authorization				
Policy ____	Award of Bid ____	Budget Amendment_X ____	Change Order ____	
Resolution ____	Contract ____	Grant ____	Other ____	

Action of Board				
Approved ____	Approved w/ Conditions ____	Disapproved ____	Continued ____	Withdrawn ____

Subject: Approval for Payment of FAMU DRS Roof Repairs

Rationale: The FAMU DRS roof was damaged during Hurricane Hermine. The original quote for the roof repairs for FAMU DRS was \$67,900. However, once the roof was inspected, it was determined that the entire roof needed to be replaced. The quote to replace the roof is \$229,500. The insurance company settlement is in the amount of \$128,105.34. We are requesting additional budget authority of \$128,106 for fund 118, the DRS Trust Fund. The additional dollars will be funded from the DRS PECO appropriations.

Recommendation: It is recommended that the Board of Trustee approve the payment of FAMU DRS Roof Repairs.

Prepared by: Budget Office

Approved by: Vice President Wanda Ford

**Florida Agricultural and Mechanical University
Board of Trustees**



X.

**Approval of the Stanley Tate Project STARS Tuition
Differential Waiver**



**Florida Agricultural and Mechanical University
Board of Trustees
ACTION ITEM**

Budget, Finance and Facilities Committee

Date: November 20, 2018

Agenda Item: X

Item Origination and Authorization				
Policy _____	Award of Bid _____	Budget Amendment _____	Change Order _____	
Resolution _____	Contract _____	Grant _____	Other <u>X</u> _____	

Action of Board				
Approved _____	Approved w/ Conditions _____	Disapproved _____	Continued _____	Withdrawn _____

Subject: Approval of the Stanley Tate Project STARS Tuition Differential Waiver

Rationale: The Stanley Tate Project STARS program is a scholarship program under the Florida Prepaid College Program that provides financial support for economically disadvantaged students. Project STARS does not, however, provide for payment of Tuition Differential Fees. Therefore, the Board of Governors has issued a memorandum of proposed action whereby the Tuition Differential Fee will be waived for all students in the Project STARS program.

Attachments: Board of Governors' memorandum.

Recommendation: Approval of the Project STARS Tuition Differential Waiver

**STATE UNIVERSITY SYSTEM OF FLORIDA
BOARD OF GOVERNORS**

October 15, 2018

SUBJECT: Project STARS Waiver

PROPOSED ACTION

Adopt a Board of Trustees Discretionary Waiver of the Tuition Differential Fee (TDF) for students whose Project STARS scholarships do not provide for the TDF payment. This would formalize what has been previously implemented via a Chancellor's memo. Would like a commitment by November 1, so this can be announced at the November Board of Governors meeting.

BACKGROUND INFORMATION

The Stanley Tate Project STARS Scholarship Program, and its affiliates, such as Take Stock in Children provides financial support for economically disadvantaged youth. Through this unique program, which includes funding from both the Florida Legislature and private donations, over 32,000 scholarships have been provided. When the Tuition Differential Fee (TDF) was implemented, the state universities, voluntarily agreed to mitigate the impact on the STARS scholars, since at the time their scholarship was awarded, the TDF was not contemplated.

In order to capture and track this activity, and allow for this waiver to be captured as a reduction in cost to the student, each university Board of Trustees will need to approve a discretionary waiver for Project STARS TDF. There should be minimal fiscal impact, since these students should not be paying the TDF anyway under the existing policy memo.

Each Board of Trustees is being asked to implement the waiver in time for it to be effective for the Spring 2019 Term. Questions or concerns from university staff may be directed to Chris Kinsley, Assistant Vice Chancellor for Finance and Facilities and Prepaid College Board member.

**Florida Agricultural and Mechanical University
Board of Trustees**



Supplemental Documents

**STATE UNIVERSITY SYSTEM OF FLORIDA
BOARD OF GOVERNORS
2019-2020 Fixed Capital Outlay Request (Excluding CITF)**

		2019-20	2020-21	2020-22
Total PECO cash K-20	Based on EDR PECO Estimating Conference 8/1/18	\$347,700,000	\$366,800,000	\$382,800,000
Total PECO cash allocation to the SUS	Based on 5 Year Average of Appropriations (provided by Commissioner of Ed.)	\$116,914,069	\$123,451,999	\$128,928,799

Priority #	University Name	Maintenance Request		2019-20	2020-21	2020-22
1	SUS	Maintenance, Repair, Renovation & Remodeling (MRR&R)		\$51,984,579	\$54,891,599	\$57,326,799

Priority #	University Name	Project Name	Total Project Cost ¹			Prior State Funding	Other Funding Available ²	Remaining PECO Need	2019-20	2020-21	2021-22	2022-23
			Last Year	This Year	Difference							
2	FAU	Jupiter STEM/Life Sciences Bldg.	\$34,000,000	\$35,000,000	\$1,000,000	\$12,881,247	\$0	\$22,118,753	\$22,118,753			
3	NCF	Multi-Purpose Building ³	\$46,000,000	\$47,000,000	\$1,000,000	\$0	\$0	\$47,000,000	\$10,000,000	\$10,000,000		
4	USF	Morsani College of Medicine and Heart Health Institute	\$153,000,000	\$153,000,000	\$0	\$97,893,118	\$40,451,882	\$14,655,000	\$14,655,000			
5	FPU	Applied Research Center	\$35,000,000	\$39,000,000	\$4,000,000	\$7,000,000	\$20,873,150	\$11,126,850	\$5,563,425	\$5,563,425		
6	FAMU	Student Affairs Building (CASS)	\$40,000,000	\$41,000,000	\$1,000,000	\$16,155,000	\$0	\$24,845,000	\$5,000,000	\$8,000,000	\$11,845,000	
7	FGCU	School of Integrated Watershed and Coastal Studies	\$52,000,000	\$56,000,000	\$4,000,000	\$30,553,504	\$0	\$25,446,496	\$5,000,000	\$15,000,000	\$5,446,496	
9	FSU	Interdisciplinary Research Commercialization Bldg (IRCB)	\$88,000,000	\$88,000,000	\$0	\$16,274,101	\$44,000,000	\$27,725,899	\$2,592,312	\$10,937,598	\$14,195,989	
10	FIU	Engineering Building Phase I & II	\$150,000,000	\$150,000,000	\$0	\$30,641,537	\$45,000,000	\$74,358,463	\$0	\$8,000,000	\$10,000,000	\$56,358,463
11	UF	Data Science and Information Technology Building	\$125,000,000	\$125,000,000	\$0	\$50,000,000	\$25,000,000	\$50,000,000	\$0	\$8,000,000	\$10,000,000	\$32,000,000
12	FAMU/FSU	College of Engineering Building C	\$0	\$0	\$0	\$0	\$0	\$87,000,000	\$0	\$3,059,377	\$10,114,515	\$73,840,623
13	FSU	College of Business	\$88,000,000	\$88,000,000	\$0	\$13,500,000	\$44,000,000	\$30,500,000	\$0	\$0	\$10,000,000	\$20,500,000
Not Funded	UWF	Campus Roof Critical Replacement	\$0	\$8,000,000	\$8,000,000	\$0	\$0	\$8,000,000	-	-	-	-
Not Funded	FSU	STEM Teaching Lab	\$45,000,000	\$46,000,000	\$1,000,000	\$4,233,813	\$0	\$41,766,187	-	-	-	-
Not Funded	USF	Interdisciplinary Science - Research Lab Build Out	\$84,000,000	\$84,000,000	\$0	\$74,732,583	\$0	\$9,267,417	-	-	-	-
Not Funded	UNF	Roy Lassiter Hall Renovations	\$5,000,000	\$5,000,000	\$0	\$0	\$0	\$5,000,000	-	-	-	-
Not Funded	UF	New Music Building Renovations & Addition	\$38,000,000	\$55,000,000	\$17,000,000	\$5,927,338	\$0	\$49,072,662	-	-	-	-
Not Funded	UNF	Honors Hall & Coggin Business - Renovations, Additions	\$24,000,000	\$24,000,000	\$0	\$0	\$0	\$24,000,000	-	-	-	-
Not Funded	UCF	Engineering Building I Renovation	\$23,000,000	\$24,000,000	\$1,000,000	\$3,620,723	\$0	\$20,379,277	-	-	-	-
		Subtotal Projects	\$973,000,000	\$1,009,000,000	\$36,000,000	\$346,910,994	\$219,325,032	\$529,763,974	\$64,929,490	\$68,560,400	\$71,602,000	\$182,699,086

TOTAL MRR&R and PROJECTS	\$116,914,069	\$123,451,999	\$128,928,799	\$182,699,086
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1) Total Project Cost rounded to nearest \$ million
 2) Other Funding Available is from legally available sources, such as private donations and federal grants, not E&G Carryforward
 3) FY19-20 and FY20-21 funding of \$20M represents the funding needed for the first phase of the Multi-Purpose Building



Florida Agricultural and Mechanical University Board of Trustees

Contracts over \$100,000

1. Contractor: Facility Management and Maintenance

Contract #: C-RFP 0002-2019

Contract Start Date: Pending

Contract Expiration Date: 3 years from the date of execution

Contract Amount: \$ 138,600

This contractor shall provide facility management and maintenance services (routine and preventive maintenance) for the Centennial Building located at 2077 East Paul Drive, Tallahassee, Florida 32310.

2. Contractor: Astro Turf

Contract #: NIPA #R162201-FL-18048

Contract Start Date: 06-07-2018

Contract Expiration Date: August 18, 2018

Contract Amount: \$ 765,211

This contractor constructed a new synthetic turf field at Florida A&M University, Bragg Memorial Stadium.