

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



Budget, Finance, and Facilities Committee Meeting

Date: Wednesday, June 7, 2017

Time: 10:45 A.M.

Location: Tallahassee, FL

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

AGENDA

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

CONSENT ITEMS

- III. Approval of Minutes Trustee Moore
 - a) February 20, 2017
 - b) March 7, 2017

ACTION ITEMS

- IV. Election of Vice Chair Trustee Moore
- V. Approval of Budget Interim VP Ford
 - a) Preliminary 2017-18 Budget
 - b) Strategic Plan Budget
- VI. Approval of Amendments to Regulation 3.017 Interim VP Ford
– Schedule of Tuition and Fees, for the 2017-2018 academic year
- VII. Capital Improvement Program AVP Kapileshwari
- VIII. Palmetto Street Easement AVP Kapileshwari

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



INFORMATION ITEMS

IX.	Project Updates a) CASS Project Update/Timeline b) Public Private Partnership (P3) c) University Construction (at-a-glance)	AVP Kapileshwari
X.	Succession Planning - Update	AVP Ingram
XI.	Cost Savings (Quarterly Update)	Interim VP Ford
XII.	Upcoming Meeting Topics a) Food Service Vendor b) Law School Prep Fee	Trustee Moore
XIII.	Adjournment	Trustee Moore

Supplemental Documents:

- Amended Regulation 3.017 – Schedule of Tuition and Fees for Academic Year 2017-18
- 2017-18 Budget Book (Draft)

III. a.
Minutes
February 20, 2017

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

Monday, February 20, 2017

MINUTES

Committee Members Present: Chair Kimberly Moore, Trustee Matthew Carter, Trustee Kelvin Lawson, Trustee Gary McCoy, Trustee Harold Mills, Trustee Belvin Perry

Call to Order / Roll Call

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

ACTION ITEM

Approval of Architect's Contract for the CASS Project

VP Ford explained the purpose of the Center for Access and Student Success (CASS) building.

Questions re: Architect's Contract for the CASS Project:

- Trustee Mills asked about the funding for the CASS building.
Response: VP Ford stated that we received \$12 million and the remaining amount will be the balance of the \$39M for the project. Interim President Robinson added that 23.5 million is on the BOG B list but on our A list. It is a priority for the institution.
- Trustee Woody asked if there was a strong possibility that we would get the remaining funds for the CASS building.
Response: Trustee Moore assured that efforts will be made to move forward with construction. President Robinson added that we need to convince the BOG that we are ready to go forward with construction. Trustee Moore assured that JRA (the architects) and Ajax Construction are on board and will be able to meet the aggressive timeline for completion of the building.
- Trustee Washington asked if there was a cost difference in moving the site.
Response: AVP Kapileshwari responded that there was a cost-savings in moving the site to its current location.

- Trustee Dortch expressed his concern about the lack of participation of minority businesses in these types of contracts.

Response: Discussion ensued. Attorney Shira Thomas assured that there will be a review of the current policy related to minority business participation.

There was a motion to approve the agenda item and it was seconded. The motion carried.

The meeting was adjourned.

III. b.
Minutes
March 7, 2017

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

Tuesday, March 7, 2017

MINUTES

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

Non-Committee Member: Trustee Justin Bruno, Trustee Grable, Trustee Washington

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 Summary Minutes – January 13, 2017

There were no changes suggested for the January 2017 minutes.

Minutes – February 20, 2017

Chair Moore explained that there was no audio recording available in time for the minutes to be developed for this meeting. This consent item will be included at a future meeting for review and approval.

The motion to approve the consent item was unanimous.

ACTION ITEM

Approval of the auxiliary facility income and expenditure statement

Interim VP Ford explained that pursuant to BOG regulation 9.008 collection of fiscal information related to certain auxiliary facilities with revenue bond covenant language has to be adopted by the university Board of Trustees prior seeking the Board of Governors' approval. It is recommended that the Board of Trustees approve the income and expenditures statement for the auxiliary facilities with outstanding revenue bonds.

The motion was seconded and approved with no opposition.

INFORMATION ITEMS

Project Updates

AVP Sameer Kapileshwari acknowledged and introduced Craig Talton to the committee members.

Public Private Partnership

AVP Kapileshwari explained that we are exploring the public, private, partnership (P3) avenue for funding certain infrastructure and programmatic needs. The current P3 project focused on housing, mixed use and athletics is making progress. We have a selection committee established with participation from multiple areas, namely student affairs, athletics, academic affairs, auxiliary services, and facilities and operations. JLL is a consulting firm being used to provide expertise on the P3. To date we have had two presentations by our partners and the next steps will include seeking best and final offer from our partners. The selection committee in consult with JLL will make recommendations to the senior leadership team, then to the Board of Trustees. Finally, we intend to get approval by the Board of Governors in November 2017.

CASS Project Update/Timeline

Referring to the timeline in the committee packet and the PowerPoint slides, AVP Kapileshwari indicated completion of the FAMU review phase of the conceptual schematic design. Comments and feedback have been submitted to the architect engineer. We are on target with the estimated timeline. Assuming that we receive all the appropriate appropriations for the funding, the completion for this project will be spring 2019. AVP Kapileshwari referred to the CASS building renderings in the slides while describing the external design and floor plans. Approximately 42 parking spaces were identified next to the building.

University Construction (at-a-glance)

AVP Kapileshwari provided updates on other construction-related projects occurring on campus.

Questions re: Projects Update

- Trustee Lawson asked if anything had been done to elevate FAMU standing on the BOG priority list. *Response: Chair Moore informed of ongoing meetings and correspondence with representatives of the BOG staff for updates, document reviews, and feedback. This helps ensure that if there are concerns, we are*

addressing them early. Trustee members will be provided bi-weekly reports that show the progress of select projects.

- Trustee Lawson asked for more information on the Quincy Farms Project. Response: AVP Sameer Kapileshwari: This project is a mid-range project, costing between \$800,000 and \$1 million, the building is operational, but needs additional storage tanks and pumps for our fire suppression system according to the fire marshal's office. The building should be done by June.
- Trustee Carter asked about the status of the stadium renovations. Response: Craig Talton explained that the repair drawing were received from the engineer. The drawings are in review with the current building code official and will be submitted downtown to the fire marshal. Construction must start no later than April 1 in order to be completed by the first home game, which is August 26. The first phase is to replace 64 damaged columns that support the stadium closest to the field and repair all the stairs going into the stands. VP Cotton is working with AD Overton to secure the funding. Trustee Lawson added that more detail would be provided during his committee meeting on the emergency stadium repairs.
- Trustee Grable wanted to be sure that Trustee Bruno was involved particularly in the CASS building planning. Response: Trustee Bruno confirmed that he has had conversations and will continue to communicate with VP Ford as needed.
- Trustee Bruno asked for assurance that all student services will be located in the CASS building. Response: Trustee Moore encouraged Trustee Bruno to continue working with the group to share his perspective as a student.

Facilities Priorities

AVP Kapileshwari explained that the Capital Improvement Plan (CIP) is a five-year outlook that contains a prioritized list of the university's academic and facility needs. The CIP is submitted annually to the Board of Governors by each university. This year it is due to the Board of Governors on August 1, 2017 and we intend to bring it to this committee in June 2017 for approval. Development of the CIP is facilitated by a cross campus CIP team with participation from academic affairs, student affairs, plant operations and facilities. This year, the CASS building is at the top of the CIP list with infrastructure very close behind.

Questions re: Facilities Priorities

- Trustee Grable asked about the classes off grid in terms of technology and inclusion of those classes in the technology upgrade. Response: AVP Kapileshwari

indicated we are working with the CIP team as well as ITS to identify classroom technology needs campus-wide as well as to address the technology upgrades.

- Trustee Reed asked about the Board of Governors criteria for choosing what they will actually fund. Additionally he asked for insight into the dollars that are available to be awarded on an annual basis. Response: *AVP Kapileshwari responded that they have about \$100 million dollars to fund the PECO projects every year, that's for all 12 universities. Remodeling projects and infrastructure projects would be preferred instead of just new construction. The reason is that new construction would require new operational dollars. If we can continue reinvesting in our buildings and also simultaneously take down our deferred maintenance, that would be the preferred project according to the Board of Governors.*
- Trustee Reed followed up with a question regarding funding received at FAMU in the last two to three years? Response: *AVP Kapileshwari indicated that in the last two years we have received about \$12.6 million in total and that's for CASS building, roughly \$6.1 million one year and \$6.5 million the next year.*

Space Utilization

AVP Kapileshwari explained that the Educational Plant Survey Summary is done every five years and we evaluate existing academic facilities and recommend future capital projects for the university. The last survey for our university was completed in March 2015. The survey indicates that we have sufficient classroom teaching lab and support services space; but there is room to grow in certain areas. The space field needs are calculated based on enrollment numbers.

Questions re: Space Utilization

- Trustee Mills expressed that we have a lot of square footage, but some of it isn't necessarily in the best shape for the industry peers. Response: *AVP Kapileshwari agreed that yes we may have space but we must ask is it quality space. This is why six or seven of the projects are repair renovation infrastructure upgrades because we want to make sure that the space we have is a good quality space. Chair Moore asked that more information about the amount of usable space be included on the document. Response: AVP Kapileshwari agreed.*

Financial/Budget Update and Multi-Year Budget Process

Interim VP Ford shared that for the years 2016 and 2017, the Board of Governors allocated the university the budget of \$175 million which is based on fees for 12,000

students. However in anticipation of a decrease in enrollment the university only allocated a budget of \$163 million which is based on fees for 9000 students. The additional budget authority of \$12 million dollars was unallocated and unexpended to avoid a budget deficit. The university is planning for a surplus for the year 2016 - 17.

Implementation of cost saving strategies have contributed to the reduction of the projected athletics deficit. Additionally the vice president for advancement has designed a fund raising strategy specifically for athletics.

The new university budget model will include a multiyear budget process. This will allow for better planning and more efficient allocation of resources for financial stability. Eighty-four percent of the E & G budget has been expended or committed through June 30. We are working with the strategic planning work group to assist in establishing a budget for the strategic initiatives. A percentage of funds within existing operating budgets will be used to reinvest in these initiatives.

Questions re: Financial / Budget Updates

- Trustee Washington asked that as we are planning for 12,000 students, we are making sure that everything is aligned with space utilization. *Response: Chair Moore requested AVP Kapileshwari and interim VP Ford to take into account and maybe at the next meeting to share how, with the 12000 student count as our goal, would that look like in terms of our utilization? Interim VP Ford agreed.*

Cost Savings (Quarterly Update)

Interim VP Ford referred to the slide where cost savings strategies were listed and color coded by status. Currently in process for this year are the following: reduction in use of consultants, and procurement from shared SUS contracts. Cost savings strategies currently under review are: IT/equipment bulk purchases, the outsourcing of bulk mail/shipping/printing, mandatory use of the University's copy center, and recommendation for hiring freeze for current vacant positions. Updates on cost savings strategies will continue to be shared at the next committee meeting.

Questions/Comments re: Cost Savings

- Chair Moore commented that it was important to go through the items that had been presented during the December workshop. If certain items were not attainable then they should not be left on the list. Next step is for the cost

savings to be quantified. It is necessary to have a clean list on what could be done versus what had been outlined previously.

- Trustee Carter asked if a Cost Savings Update would be provided at every meeting. *Response: Chair Moore confirmed the update will be made at every meeting with the hope of making additions to it.*
- Chair Lawson suggested considering cost saving strategies for travel expenses. He further suggested looking into centralizing or outsourcing travel to a company that specializes in managing the cost. *Response: Interim VP Ford stated that we're planning to explore a shared service initiative that some SUS institutions such as FSU are implementing. An update will be provided at the next meeting.*
- Trustee Mills added that the concept of shared services with other college/university systems and state agency systems should be considered not only for travel but also for payroll, accounts payable, and purchasing.

Succession Planning (structural model)

Chair Moore reminded that the topic of succession planning was brought up at the strategic planning meeting to ensure or create a plan for a pipeline of talent. AVP Ingram began the presentation on succession planning indicating the need to focus on leadership development to meet challenges and exceed expectations in terms of individual and organizational productivity and performance. The plan is to collaborate with university leadership to identify and nurture internal talent through competency identification and assessment. This identification and nurturing can be done through assessment of leadership competencies, training and career development, use of diversity and inclusion initiatives, evaluation and feedback and mentoring. A key focus area is recruitment and staffing to ensure that we are bringing in diverse talent to build the pipeline for future critical positions. Next steps include developing a comprehensive framework for succession planning. Progress and results of the succession planning will be provided again to this committee.

Questions/Comments re: Succession Planning

- Trustee Carter asked for assurance that succession planning initiatives were consistent with our strategic plan. *Response: AVP Ingram assured that the succession planning is in alignment with our strategic plan.*
- Chair Lawson concurred with Trustee Carter. He also indicated the importance of having a strong list of “ready-nows” to replace current senior leadership if by chance those individuals need to move on whether it be to retirement or pursue other opportunities whatever the situation happens to be. This process will help

us get closer to a place where we want to be which is having that list of “ready nows” for all university senior leadership so that we can plug another person and not miss a beat in the transition.

- Chair Moore added that for those that join the university with the idea that there is a career path or progression for them, it will hold well and help with retention.
- Trustee Grable shared her agreement with Trustees Carter and Lawson and AVP Ingram. Trustee Grable indicated particular interest in the faculty development support and wanted assurance that the development and support of faculty is a focus in the strategic plan.

Food Service Vendor

Chair Moore provide background information on the Metz agreement and when the Board approved the contract for the President to sign (October 2013). AVP Brown reported that the current contract with Metz has a five-year term with one five-year renewal. The president is considering renewing for one additional term of five years based on several favorable factors/points. Metz has proposed a capital investment of 3.5 million dollars from the original contracted amount of 1 million dollars. A detailed plan outlining the intended use of the funds had been presented to VP Ford and the President.

Questions/Comments re: Food Service Vendor

- Trustee Carter asked for clarification on the slide titled Metz Financial Contribution Update (slide 37). *Response: AVP Brown responded that the slide shows the estimated value of the existing METZ contract is approximately \$41 million and that will come back to the university.*
- Trustee Lawson asked about the timeframe for making a decision to extend the contract. *Response: AVP Brown indicated that there is no stipulation indicated in the contract for when the renewal will need to occur. The university is attempting to exercise the option of renewal now in order to receive funds for improvements.*
- Trustee Lawson asked if we go from 5 to 10 to 15 to 20 years on a contract is there a way to extract more value out of the contract by leveraging time versus size. He suggested that before there is a conversation on extension that we should look deeper at what our options are.
- Trustee Perry agreed with Trustee Lawson on the importance of seeing what other options are out there.

The meeting was adjourned.

V. a. and V. b.
Preliminary 2017-18 Budget
Strategic Plan Budget

FLORIDA A&M UNIVERSITY
STATE UNIVERSITY SYSTEM OF FLORIDA
2017-18 OPERATING BUDGET
SUMMARY SCHEDULE I

PRELIMINARY BUDGET	-----Local Funds ⁴ -----											Faculty Practice Plan ⁵	Summary Totals
	Education & General ¹	Contracts & Grants ²	Auxiliaries ³	Student Activities	Student Financial Aid	Concessions	Intercollegiate Athletics	Technology Fee	Self-Insurance	Board - Approved Fees	Faculty		
Beginning Fund Balance :	\$ 21,000,000	\$ (6,869,859)	\$ 26,669,088	\$ 400,990	\$ 12,691,805	\$ 293,987	\$ -	\$ 382,521	\$ -	\$ -	\$ -	\$ -	\$ 54,568,532
Receipts/Revenues													
General Revenue	\$ 89,699,098												\$ 89,699,098
Lottery	\$ 13,304,267												\$ 13,304,267
Student Tuition	\$ 67,801,614												\$ 67,801,614
Phosphate Research													\$ -
Other U.S. Grants		\$ 51,656,574			\$ 940,000								\$ 52,596,574
City or County Grants													\$ -
State Grants		\$ 4,320,269	\$ 320,000		\$ 25,000								\$ 4,665,269
Other Grants and Donations		\$ 7,400,000	\$ 76,032		\$ 42,000,000								\$ 49,476,032
Donations / Contrib. Given to the State													\$ -
Sales of Goods / Services			\$ 8,833,568			\$ 227,629	\$ 4,980,600						\$ 14,041,797
Sales of Data Processing Services													\$ -
Fees			\$ 19,998,071	\$ 3,116,782	\$ 815,000		\$ 3,720,000	\$ 1,952,080					\$ 29,601,933
Miscellaneous Receipts			\$ 887,845		\$ 5,700,000								\$ 6,587,845
Rent													\$ -
Concessions													\$ -
Assessments / Services													\$ -
Other Receipts / Revenues ⁶													\$ -
Subtotal:	\$ 170,804,979	\$ 63,376,843	\$ 30,115,516	\$ 3,116,782	\$ 49,480,000	\$ 227,629	\$ 8,700,600	\$ 1,952,080	\$ -	\$ -	\$ -	\$ -	\$ 327,774,429
Transfers In			\$ 3,437,066				\$ 1,100,000						\$ 4,537,066
Total - Receipts / Revenues:	\$ 170,804,979	\$ 63,376,843	\$ 33,552,582	\$ 3,116,782	\$ 49,480,000	\$ 227,629	\$ 9,800,600	\$ 1,952,080	\$ -	\$ -	\$ -	\$ -	\$ 332,311,495
Operating Expenditures													
Salaries and Benefits	\$ 131,056,780	\$ 23,341,677	\$ 9,699,167	\$ 262,311	\$ 511,321		\$ 3,722,854						\$ 168,594,110
Other Personal Services	\$ 4,667,350	\$ 4,422,697	\$ 2,040,269	\$ 274,000	\$ 730,355		\$ 358,775	\$ 92,000					\$ 12,585,446
Expenses	\$ 27,812,714	\$ 21,737,594	\$ 15,429,074	\$ 1,158,017	\$ 6,250,000	\$ 224,763	\$ 5,698,371	\$ 1,327,031					\$ 79,637,564
Operating Capital Outlay	\$ 374,940	\$ 3,107,395	\$ 515,144	\$ 7,000				\$ 30,000					\$ 4,034,479
Risk Management	\$ 1,210,295		\$ -										\$ 1,210,295
Financial Aid	\$ 624,417		\$ -		\$ 41,896,592								\$ 42,521,009
Scholarships	\$ 3,200,000		\$ -										\$ 3,200,000
Waivers	\$ 130,838		\$ -										\$ 130,838
Finance Expense			\$ -										\$ -
Debt Service	\$ 1,514,846		\$ 6,157,076										\$ 7,671,922
Salary Incentive Payments													\$ -
Law Enforcement Incentive Payments	\$ 14,799												\$ 14,799
Library Resources													\$ -
Institute of Government													\$ -
Regional Data Centers - SUS													\$ -
Black Male Explorers Program	\$ 198,000												\$ 198,000
Phosphate Research													\$ -
Other Operating Category (Provide Details)													\$ -
Total Operating Expenditures :	\$ 170,804,979	\$ 52,609,363	\$ 33,840,730	\$ 1,701,328	\$ 49,388,268	\$ 224,763	\$ 9,780,000	\$ 1,449,031	\$ -	\$ -	\$ -	\$ -	\$ 319,798,462

FLORIDA A&M UNIVERSITY
STATE UNIVERSITY SYSTEM OF FLORIDA
2017-18 OPERATING BUDGET
SUMMARY SCHEDULE I

PRELIMINARY BUDGET	-----Local Funds ⁴ -----											
	Education & General ¹	Contracts & Grants ²	Auxiliaries ³	Student Activities	Student Financial Aid	Concessions	Intercollegiate Athletics	Technology Fee	Self-Insurance	Board - Approved Fees	Faculty Practice Plan ⁵	Summary Totals
Non-Operating Expenditures												
Transfers		\$ 3,706,559	\$ 12,042,318	\$ 1,476,939				\$ 86,942				\$ 17,312,758
Fixed Capital Outlay												\$ -
Carryforward (From Prior Period Funds)												
Other ⁷												\$ -
Total Non-Operating Expenditures :	\$ -	\$ 3,706,559	\$ 12,042,318	\$ 1,476,939	\$ -	\$ -	\$ -	\$ 86,942	\$ -	\$ -	\$ -	\$ 17,312,758
Ending Fund Balance :	\$ 21,000,000	\$ 191,062	\$ 14,338,622	\$ 339,505	\$ 12,783,537	\$ 296,853	\$ 20,600	\$ 798,628	\$ -	\$ -	\$ -	\$ 49,768,807
Fund Balance Increase / Decrease :	\$ -	\$ 7,060,921	\$ (12,330,466)	\$ (61,485)	\$ 91,732	\$ 2,866	\$ 20,600	\$ 416,107	\$ -	\$ -	\$ -	\$ (4,799,725)
Fund Balance Percentage Change :	0.00%	-102.78%	-46.24%	-15.33%	0.72%	0.97%	#DIV/0!	108.78%				-8.80%

1. The Education and General budget funds the general instruction, research, and public service operations of the universities. Universities have accumulated ending fund balances for activities such as the implementation and maintenance of Enterprise Resource Program systems, contingency for unfunded enrollment growth, potential budget reductions, anticipated increases in utilities, and prior year encumbrances (recorded, estimated liability at year-end for ordered or received goods or services), and compliance with Section 1011.40(2) F.S. on maintaining a 5% reserve.
2. The Contracts and Grants budget contains activities in support of research, public service, and training. Large fund balances are due to the timing of receipt of Federal contracts or grants.
3. Auxiliaries are ancillary support units on each university campus. Some of the major activities include housing, food services, book stores, student health centers, facilities management, and computer support. Ending fund balances includes financial activities such as debt service payments, reserve, repair and replacement reserves for future maintenance costs, construction/renovation of auxiliary facilities, and prior year encumbrances.
4. Local funds include the following university activities:
 - a. Student Activities - Supported primarily by the student activity and service fee and funds operations of the student government, cultural events, organizations, and intramural/club sports.
 - b. Financial Aid - This activity represents the financial aid amounts for which the university is fiscally responsible. Examples include: student financial aid fee, bright futures, federal grants, college work study, and scholarships. The ending fund balance represents a timing difference between the receipts of funds and disbursement to the students.
 - c. Concessions - These resources are generated from various vending machines located on the university campuses.
 - d. Athletics - Revenues are primarily derived from the student athletic fee, ticket sales, and sales of goods. Sufficient fund balances are maintained to provide the necessary support for ongoing athletic activities.
 - e. Technology fee - Collections are used to enhance instructional technology resources for students and faculty.
 - f. Self-Insurance Program - These programs are directed by the respective self-insurance councils and the captive insurance companies (These companies underwrite the risks of its owner and the owner's affiliates.). These activities are supported by premiums charged to the insured individuals and entities (primarily medical faculty and institutions).
 - g. Board-Approved Fees - Student fees proposed by each university and authorized by the Board of Governors to address specific student-based needs not addressed through another service or fee.
5. Faculty Practice - The Faculty Practice Plan collects and distributes income from faculty billings for patient services provided in conjunction with state university medical school programs.
6. Other Receipts/Revenues includes categories such as interest, penalties, refunds, admissions, fines, taxes, etc.
7. Other Non-Operating Expenditures includes categories such as refunds, payment of sales taxes, or indirect costs.

FLORIDA A&M UNIVERSITY
2017-18 PRELIMINARY OPERATING BUDGET

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ADMINISTRATION	2017-18 BASE BUDGET	2016-17		2017-18 SUBTOTAL E&G BUDGET	Strategic Plan Budget-Year 1					
		REALLOCATIONS NONRECURRING	UNFILLED POSITIONS		INCREASE ONLINE COURSE OFFERINGS	WORLD CLASS FACULTY AND SCHOLAR	PROFESSIONAL AND GRAD DEGREE PROGRAM	2017-18 E&G BUDGET	2017-18 TITLE III BUDGET	TOTAL 2017-18 BUDGET
PRESIDENT	2,190,658	(480,000)		1,710,658				1,710,658		1,710,658
CONTRACTS AND GRANTS	527,411	(110,000)		417,411				417,411		417,411
BROOKSVILLE	550,000	(50,000)		500,000				500,000	200,000	700,000
VP COMMUNICATIONS	1,295,669	(140,000)		1,155,669				1,155,669		1,155,669
VP ADMINISTRATION	9,147,420	(35,000)	(13,067)	9,099,353				9,099,353	350,000	9,449,353
VP DEVELOPMENT	1,347,008	(55,000)		1,292,008				1,292,008	330,000	1,622,008
VP AUDIT AND COMPLIANCE	964,114	(40,000)		924,114				924,114		924,114
VP LEGAL AFFAIRS	1,549,234	(1,700)		1,547,534				1,547,534		1,547,534
ITS	8,812,721	(30,000)		8,782,721				8,782,721		8,782,721
VP STRATEGIC PLANNING	1,820,953			1,820,953				1,820,953		1,820,953
CAMPUS SECURITY	2,893,424	(250,000)	(161,766)	2,481,658				2,481,658		2,481,658
TOTAL ADMINISTRATION	31,098,612	(1,191,700)	(174,833)	29,732,079	0	0	0	29,732,079	880,000	30,612,079
PLANT OPERATIONS & MAINTENANCE				0						
PHYSICAL PLANT**	18,718,623	(25,000)	(44,275)	18,649,348				18,649,348		18,649,348
FACILITIES PLANNING	1,334,372			1,334,372				1,334,372		1,334,372
ENVIRONMENTAL SAFETY	824,015			824,015				824,015		824,015
TOTAL PO&M	20,877,010	(25,000)	(44,275)	20,807,735				20,807,735	0	20,807,735
LIBRARIES	4,409,677			4,409,677				4,409,677	0	4,409,677
STUDENT SERVICES										
VP STUDENT AFFAIRS	9,879,222	(118,000)	(12,766)	9,748,456				9,748,456		9,748,456
TUITION Differential NEED BASE	2,100,000			2,100,000				2,100,000		2,100,000
WOMEN ATHLETICS	734,790			734,790				734,790		734,790
TOTAL STUDENT SERVICES	12,714,012	(118,000)		12,583,246				12,583,246	0	12,583,246
TOTAL NON I&R	69,099,311	(1,334,700)	(219,108)	67,532,737	0	0	0	67,532,737	880,000	68,412,737
INSTRUCTIONS AND RESEARCH										
VP ACADEMIC AFFAIRS****	9,796,642	(514,678)	(2,626,947)	6,655,017	1,000,000	1,748,715		9,403,732	3,090,000	12,493,732
ESI	1,731,254			1,731,254				1,731,254		1,731,254
ARCHITECTURE	3,453,185			3,453,185				3,453,185		3,453,185
SOCIAL SCIENCES	12,893,932			12,893,932				12,893,932		12,893,932
SBI	7,389,208			7,389,208			120,751	7,389,208	105,433	7,494,641
CESTA	4,864,386			4,864,386				4,864,386		4,864,386
JOURNALISM	2,384,320			2,384,320				2,384,320		2,384,320
EDUCATION	6,378,417			6,378,417				6,378,417		6,378,417
NURSING	2,315,364			2,315,364				2,315,364		2,315,364
PHARMACY	11,581,979			11,581,979			400,000	11,581,979		11,581,979
ALLIED HEALTH	3,743,242			3,743,242				3,743,242		3,743,242
SCIENCE AND TECHNOLOGY	8,187,987			8,187,987				8,187,987		8,187,987
GRADUATE STUDIES	476,462			476,462				476,462		476,462
LAW SCHOOL	11,978,135			11,978,135			1,438,733	11,978,135		11,978,135
TUITION DIFFERENTIAL	4,900,000			4,900,000				4,900,000		4,900,000
TOTAL I&R	92,074,513	(514,678)	(2,626,947)	88,932,888	1,000,000	1,748,715	1,959,484	91,681,603	3,195,433	94,877,036
TOTAL ALLOCATED E&G	161,173,824	(1,849,378)	(2,846,055)	156,465,625	1,000,000	1,748,715	1,959,484	161,173,824	4,075,433	165,249,257
UNALLOCATED STUDENT FEE BUDGET AUTHORITY	9,631,155			9,631,155				9,631,155		9,631,155
GRAND TOTAL E&G ALLOCATIONS	170,804,979	(1,849,378)	(2,846,055)	166,096,780	1,000,000	1,748,715	1,959,484	170,804,979	4,075,433	174,880,412

VI.

Amendments to Regulation 3.017 - 2017-2018 Academic Year Schedule of Tuition and Fees

Budget, Finance, & Facilities Committee

Date: June 7, 2017

Agenda Item: VI

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 Amendments to Regulation 3.017 – Schedule of Tuition and Fees

Rationale: An amendment is required to reflect the BOG-determined Repeat Course Fee of \$181.12 for 2017-18. This represents a \$3.55 increase from the 2016-17 rate.

Attachments: Regulation 3.017 – Schedule of Tuition and Fees

Recommendation: Approval of the amendments to Regulation 3.017 – Schedule of Tuition and Fees

Regulations of Florida A&M University



3.017 Schedule of Tuition and Fees.

- (1) Tuition shall be defined as the basic fee charged to a student for instruction provided by the University. A charge for any other purpose shall not be included within this fee.
- (a) Resident tuition and fees, comprised of the following, shall be defined as the fees charged an enrolled student who qualifies as a Florida resident as defined in Section 1009.21, F.S., and Board of Governors Regulation 7.005:
1. Matriculation Fee;
 2. Student Financial Aid Fee;
 3. Capital Improvement Trust Fund Fee;
 4. Health Fee;
 5. Transportation Access Fee;
 6. Athletic Fee;
 7. Activity and Service Fee;
 8. Technology Fee; and
 9. Tuition Differential.
- (b) Non-Resident tuition and fees, comprised of the following, shall be defined as the fees charged an enrolled student who does not qualify as a Florida resident as defined in Section 1009.21, F.S., and Board of Governors Regulation 7.005:
1. Matriculation Fee;
 2. Non-Resident Fee;
 3. Student Financial Aid Fee;
 4. Non-Resident Student Financial Aid Fee;
 5. Capital Improvement Trust Fund Fee;
 6. Health Fee;

7. Transportation Access Fee;
 8. Athletic Fee;
 9. Activity and Fee;
 10. Technology Fee; and
 11. Tuition Differential.
- (2) Registration shall be defined as consisting of two components:
- (a) Formal selection of one or more credit courses approved and scheduled by the University; and
 - (b) Tuition and fee payment, partial or otherwise, or other appropriate arrangements for tuition and fee payment (deferment or third party billing) for the courses in which the student is enrolled as of the end of the drop/add period.
- (3) Tuition and fee liability shall be defined as the liability for the payment of tuition and fees incurred at the point at which the student has completed registration, as defined above.
- (4) The following tuition and fees shall be levied and collected effective fall semester ~~2016~~2017 for each student regularly enrolled, unless provided otherwise by law or in this chapter.
- (a) Students shall be assessed the following fees per credit hour:

Fees	Under-		
	Graduate	Graduate	Law
	\$	\$	\$
Resident Tuition	105.07	334.13	379.76
Tuition Waiver	-1.75		
Financial Aid Fee	5.16	16.70	18.98
Capital Improvement Trust Fund Fee	6.76	6.76	6.76
Athletic Fee	13.97	13.97	13.97
Activity and Service Fee	10.50	10.50	10.50
Technology Fee	5.16	16.70	18.98
Health Fee	6.91	6.91	6.91
Total Resident Tuition and Fees	151.78	405.67	455.86

Fees	Under-	Graduate	Law
	Graduate	Graduate	Law
	\$	\$	\$
Non-Resident Tuition	105.07	334.13	379.76
Tuition Waiver	-1.75		
Financial Aid Fee	5.16	16.70	18.98
Capital Improvement Trust Fund Fee	6.76	6.76	6.76
Athletic Fee	13.97	13.97	13.97
Activity and Service Fee	10.50	10.50	10.50
Technology Fee	5.16	16.70	18.98
Health Fee	6.91	6.91	6.91
Non-Resident Fee	379.07	587.02	611.46
Non-Resident Financial Aid Fee	18.95	29.35	30.57
Total Non-Resident Tuition and Fees	549.80	1,022.04	1,097.89

(b) Students shall be assessed the following other fees:

1. **Material and Supplies Fees** – Students shall be assessed a range of \$15.00 to \$300.00 per course for certain courses.
2. **Orientation Fee** – Students who are enrolled for the first time shall be assessed a \$35.00 orientation fee.
3. **Late Registration Fee** – Students who fail to finalize registration during the regular registration period shall be assessed a late registration fee of \$100.00.
4. **Late Payment Fee** – Students who fail to pay tuition or make appropriate arrangements for payment (deferment or third-party billing) by the deadline set by the University shall be assessed a late payment fee of \$100.00.
5. **I.D. Card** – Students shall be assessed a \$5.00 identification card fee per semester, excluding the summer semester.
6. **Repeat Course Fee** – Students shall be assessed an additional charge of ~~\$177.57~~ \$181.12 for regular courses taken more than twice.
7. **Transportation and Access Fee** - Students shall be assessed a transportation and access fee of \$65.00 for the fall semester, \$65.00 for the spring semester, and \$33.00 for the summer semester.

8. **Tuition Differential** - Undergraduate students whose date of enrollment was on or after July 1, 2007 will be assessed an additional tuition differential of \$36.38 per credit hour. Students enrolled prior to July 1, 2007, and who fail to maintain continuous enrollment will also be assessed this tuition differential. Students having prepaid contracts which were in effect on July 1, 2007, and which remain in effect, are exempt from this additional tuition differential.

~~9. **College of Law Bar Review Preparation Fee**— Law School students may be assessed \$2,400 to increase accessibility to test preparation through substantive bar review courses. This fee may be required as part of the curriculum offered by the College of Law for the purpose of enhancing bar examination test taking skills and participation in the College of Law Bar Exam Success Training (B.E.S.T.) skills development program. This fee may only be charged during the students' final year of law school.~~

- (c) The health fee will be expended in accordance with FAMU Regulation 2.008, unless provided otherwise by law.
- (d) The transportation access fee will be used to cover the costs of operational expenses, personnel, general programs and other services related to providing traffic and parking services to the University community unless provided otherwise by law.
- (e) The athletic fee will be used to cover the costs of operational expenses, personnel, general programs and other services related to the University's Intercollegiate Athletics program unless provided otherwise by law.
- (f) The activity and service fee will be allocated and expended in accordance with section 1009.24 (10), Florida Statutes.

Specific Authority: Board of Governors Regulation Development Procedure Dated July 21, 2005. Law Implemented: General Appropriations Act FY 2013-2014, Board of Governors Regulations 1.001 and 7.005, 1009.01, 1009.21, 1009.24, 1009.28, 1009.285, FS. History-Amended 6-29-06, 7-11-07, 12-04-07, 10-28-08, 5-26-09, 6-24-09, 07-1-10, 08-08-11, 08-01-12, 08-08-13, 7-23-15 .

VII.

Capital Improvement Program

Meeting Date June 7, 2017

Agenda Item: VII

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 Five-Year Capital Improvement Plan (CIP).

Rationale: Every year the Board of Governors (BOG) provides the legislature with a recommended budget for additional academic and academic support facilities that are needed for the state Universities in the upcoming five-year period. In support of this effort the BOG requires each University to submit a Fixed Capital Outlay (FCO) legislative budget request and an updated five-year Capital Improvement Plan (CIP).

An Educational Plant Survey, which evaluated existing academic facilities and recommended future capital projects for the University, was completed in March 2015. The University has prepared its FCO legislative budget request for academic facilities and the corresponding CIP section consistent with the findings of the 2015 Educational Plant Survey and the University's Master Plan.

Budget Summary:

There are 15 PECO-Eligible Project Requests. The recommended budget for each of the 5 years is listed below:

- FY 2018-19 - \$53,248,036
- FY 2019-20 - \$65,788,999
- FY 2020-21 - \$222,299,495
- FY 2021-22 - \$51,874,187
- FY 2022-23 - \$1,432,627

The recommended budget for CITF project requests are:

- FY 2018-19 - \$2,200,000
- FY 2019-20 - \$23,800,000
- FY 2020-21 - \$3,100,000

There are no requests from other State sources at this time.

The recommended budget from Non-State Sources, including debt is:

- FY 2018-19 - \$60,598,851
- FY 2019-20 - \$93,148,233
- FY 2020-21 - \$60,579,991
- FY 2021-22 - \$22,580,547
- FY 2022-23 - \$0

Attachments: Five-year Capital Improvement Plan and 2018–2023.

Recommendation: Board of Trustees approve the Five-Year Capital Improvement Plan 2018–2023 and authorizes the President to forward the Board approved plan to the BOG.

STATE UNIVERSITY SYSTEM
Five-Year Capital Improvement Plan (CIP-2) and Legislative Budget Request
Fiscal Years 2018-19 through 2022-23
CIP-2, Summary of Projects

University : FLORIDA A&M UNIVERSITY

PECO-ELIGIBLE PROJECT REQUESTS

Priority No	Project Title	2018-19	2019-20	2020-21	2021-22	2022-23	Academic or Other Programs to Benefit from Projects	Net Assignable Square Feet (NASF)	Gross Square Feet (GSF)	Project Cost	Project Cost Per GSF (Proj. Cost/ GSF)	Educational Plant Survey Recommended Date/Rec No.	Approved by Law - Include GAA reference
		Year 1	Year 2	Year 3	Year 4	Year 5							
1	STUDENT AFFAIRS BUILDING/CASS (C,E)	\$21,473,149	\$3,100,000				All	47,647	82,535	\$40,728,149	\$493	2015/3.1	
2	INFRASTRUCTURE -CENTRAL PLANT IMPROVEMENTS (C, E)	\$4,850,000	\$4,050,000	\$7,000,000			All	N/A	N/A	\$15,900,000	N/A	2010/1.2	
3	CLASSROOM TECHNOLOGY/ DISTANCE LEARNING UPGRADE/NEW (P, C, E)	\$10,671,100	\$87,500				Campus	18,000	28,800	\$10,758,600	\$374		
4	INTERDISCIPLINARY RESEARCH BUILDOUT (P,C, E)	\$13,968,122					Chemistry/Pharmacy	21,536	34,458	\$13,968,122	\$405	2005/1.10	
5	STEM TEACHING LAB /DYSON BUILDING RE-PURPOSE (REMODEL) (P, C, E)		\$4,953,500	\$11,202,200	\$2,650,000		Science & Tech.	17,000	27,200	\$18,805,700	\$691		
6	ARMY ROTC /HOWARD HALL RE-PURPOSE (REMODEL) (P, C, E)		\$674,758	\$6,880,974	\$518,640		Army ROTC	14,772	22,158	\$8,074,372	\$364	2015/3.2	
7	FOOTE-HILYER GROUND AND 1ST FLOOR RE-PURPOSE (REMODEL) (P, C, E)		\$5,053,500	\$17,360,700			Administration	21,000	33,600	\$22,414,200	\$667	2015/2.1	
8	NAVY ROTC/PERRY-PAIGE RE-PURPOSE (REMODEL) /ADDITION (P, C, E)		\$2,442,439	\$24,689,405	\$1,620,000		Navy ROTC/Agriculture & Food	40,010	64,893	\$28,751,844	\$443	2015/3.2	
9	COMPUTER INFORMATION SYSTEMS BUILDING (P, C, E)		\$3,177,000	\$47,372,400	\$2,725,362		Science & Technology	79,500	127,200	\$53,274,762	\$419		
10	SCIENCE TEACHING FACILITY (STEM) (P, C, E)		\$4,210,167	\$48,485,560	\$2,737,678		Science & Technology	82,600	132,160	\$55,433,405	\$419	2010/2.1	
11	SOCIAL SCIENCES BUILDING (P, C, E)		\$2,026,000	\$28,115,951	\$1,337,080		Humanities	46,480	74,368	\$31,479,031	\$423	2015/3.2	
12	ENGINEERING TECHNOLOGY BUILDING (P, C, E)		\$1,417,200	\$21,819,904	\$1,650,000		Architecture & Eng. Tech.	33,211	55,024	\$24,887,104	\$452	2015/3.2	
13	GENERAL CLASSROOM PHASE II (P, C, E)			\$2,872,401	\$34,135,427	\$1,432,627	All	67,635	107,778	\$38,440,455	\$357	2010/3.6	
14	FAMU/FSU COLLEGE OF ENGINEERING PHASE III (C, E) ***	\$2,285,665	\$28,096,935	\$2,000,000			Engineering	52,000	76,550	\$32,382,600	\$423		
15	LAND ACQUISITIONS		\$6,500,000	\$4,500,000	\$4,500,000		N/A	N/A	N/A	\$21,340,000	N/A	2015/1.1	
TOTAL		\$53,248,036.00	\$65,788,999.00	\$222,299,495.00	\$51,874,187.00	\$1,432,627.00							

CITF PROJECT REQUESTS

Priority No	Project Title	Year 1	Year 2	Year 3	Year 4	Year 5	Academic or Other Programs to Benefit from Projects	Net Assignable Square Feet (NASF)	Gross Square Feet (GSF)	Project Cost	Project Cost Per GSF (Proj. Cost/ GSF)	Committee Approval Date
1	STUDENT UNION	\$2,200,000	\$23,800,000	\$3,100,000			Student Activities	61,000	90,000	\$29,100,000	\$323.33	
TOTAL		2200000	23800000	3100000	0	0						

REQUESTS FROM OTHER STATE SOURCES

Priority No	Project	Year 1	Year 2	Year 3	Year 4	Year 5	Academic or Other Programs to Benefit from Projects	Net Assignable Square Feet (NASF)	Gross Square Feet (GSF)	Project Cost	Project Cost Per GSF (Proj. Cost/ GSF)

TOTAL	0	0	0	0	0
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REQUESTS FROM NON-STATE SOURCES, INCLUDING DEBT

Project	Year 1	Year 2	Year 3	Year 4	Year 5
1 P3 HOUSING - PENTAPLEX AND TOWN CENTER	\$22,580,547	\$22,580,547	\$22,580,547	\$22,580,547	
2 P3- RETAIL	\$2,151,227	\$2,151,227	\$2,151,227		
3 P3 - PARKING GARAGE & SURFACE PARKING	\$10,609,715	\$10,609,715	\$10,609,715	\$0	
4 FOOD SERVICE BLDG. (Dining Facility)	\$960,000	\$12,000,000	\$2,040,000		
5 P3 - STADIUM AND ATHLETIC FIELDS	\$22,679,862	\$22,679,862	\$22,679,862	\$0	
6 TALLAHASSEE BIOLOGICAL CONTROL (ENTOMOLOGY FACILITY) (P, C, E)	\$1,617,500	\$23,126,882	\$518,640		
TOTAL	\$60,598,851	\$93,148,233	\$60,579,991	\$22,580,547	\$0

Academic or Other Programs to Benefit from Projects	Net Assignable Square Feet (NASF)	Gross Square Feet (GSF)	Project Cost	Project Cost Per GSF (Proj. Cost/ GSF)	Expected Source of Funding (if known)	Master Plan Approval Date
Housing	1,149,406	186,000	\$90,322,189	\$ 486		
Student Support Services			\$6,453,681	#DIV/0!		
Parking			\$31,829,144	#DIV/0!		
Food and Dining	9,000	15,000	\$15,000,000	\$ 1,000		
Athletics			\$68,039,585	#DIV/0!		
Agriculture & Food Sciences	27,030	43,248	\$25,263,022	\$584		

VIII.
Palmetto Street Easement

Meeting Date: June 7, 2017

Agenda Item: VIII

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: A resolution of the City Commission of the City of Tallahassee requesting an easement from the State of Florida, Board of Trustees of the Internal Improvement Trust Fund (TIITF) for the purpose of construction, operation, and maintenance of sidewalk facilities on state owned property.

Rationale: The City of Tallahassee requires the easement to allow for the construction, operation, and maintenance of sidewalk facilities located on property owned by the TIITF along Palmetto Street. Having this sidewalk will be in the best interest of the citizens of Tallahassee and especially residents of Florida Agricultural and Mechanical University. The properties are more particularly described in Exhibit "A" of the Resolution 17-R-10.

Recommendation: Resolve to express to the Trustees of the Internal Improvement Trust Fund of the State of Florida that the FAMU Board of Trustees consents to easement in favor of City of Tallahassee as set forth substantially on Exhibit "A" of the Resolution 17-R-10.



STATE OF FLORIDA,
 COUNTY OF LEON,

I, James O. Cooke, IV, City Treasurer-Clerk of the City of Tallahassee, Florida, hereby certify that the enclosed document constitutes a true and correct copy of City Resolution No. 17-R-10 adopted by the City Commission on March 22nd, 2017 as the same appears on file among the records of my Office.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Tallahassee, Florida, this 24th day of March, 2017, A.D.

James O. Cooke, IV
 City Treasurer-Clerk

RESOLUTION NO. 17-R-10

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF TALLAHASSEE REQUESTING AN EASEMENT FROM THE STATE OF FLORIDA, BOARD OF TRUSTEES OF THE INTERNAL IMPROVEMENT TRUST FUND (TIITF), FOR THE PURPOSE OF CONSTRUCTION, OPERATION, AND MAINTENANCE OF SIDEWALK FACILITIES ON STATE OWNED PROPERTY.

WHEREAS, the City of Tallahassee has requested an easement to allow for the construction, operation, and maintenance of sidewalk facilities adjacent to Palmetto Street; and,

WHEREAS, the properties more particularly described in Exhibit "A" attached hereto are owned by the TIITF; and,

WHEREAS, the City of Tallahassee requires the easement to allow for the construction, operation, and maintenance of sidewalk facilities located on property owned by TIITF; and,

FURTHER, WHEREAS, it would be in the best interest to the citizens of Tallahassee and the State of Florida for the City of Tallahassee to allow for the construction, operation, and maintenance of these sidewalk improvements.

NOW, THEREFORE, be it resolved by the City Commission of the City of Tallahassee:

1. That it is necessary and in the best interest of the citizens of the City of Tallahassee to acquire the easement from TIITF to allow for the construction, operation, and maintenance of sidewalk facilities, to wit:

See Exhibit "A" for a description of the easement.

2. That construction, operation, and maintenance of sidewalk facilities in the area of those described in the attached legal description and depicted on Exhibit "A" would benefit the public.

3. That it would be beneficial for the State of Florida and its citizens, through TIITF, to convey said easement to the City of Tallahassee to allow for improved sidewalk facilities on TIITF property,

4. Because of the benefit to the citizens of the State of Florida, the City requests all fees for the described easement be waived.

ADOPTED by the City Commission of the City of Tallahassee this 22nd day of March, 2017.

CITY OF TALLAHASSEE

By: Andrew D. Gillum
Andrew D. Gillum
Mayor

ATTEST:

APPROVED AS TO FORM:

By: James O. Cooke, IV
James O. Cooke, IV
City Treasurer-Clerk

By: Lewis E. Shelley
Lewis E. Shelley
City Attorney





An Easement over a portion of that property described in Official Record Book 436, Page 549, of the Public Records of Leon County, Florida, known as Florida A. & M. University; said Easement being more particularly described as follows:

COMMENCE at the Southwest corner of Lot 6, Block G, of Florida A. & M. Subdivision, recorded in Plat Book 1, Page 22 of the Public Records of Leon County, Florida; thence, along a westerly extension of the southerly boundary of said lot 6, South 89 degrees 32 minutes 03 seconds West, crossing Martin Luther King Boulevard, 33.00 feet to the westerly boundary of said Martin Luther King Boulevard and a portion of the easterly boundary of that property described in Official Record Book 436, Page 549 (subject property); thence, along said boundaries, South 00 degrees 28 minutes 07 seconds East 24.00 feet to the southerly boundary of Palmetto Street; thence, North 89 degrees 32 minutes 03 seconds East, along said southerly boundary, 153.33 feet to the **POINT OF BEGINNING**. From said **POINT OF BEGINNING** thence along said southerly boundary the following two (2) courses: North 89 degrees 32 minutes 03 seconds East 109.49 feet; thence North 89 degrees 33 minutes 16 seconds East 840.00 feet; thence, leaving said southerly boundary, South 01 degrees 35 minutes 45 seconds West 30.75 feet; thence South 89 degrees 43 minutes 25 seconds West 8.30 feet; thence North 44 degrees 10 minutes 22 seconds West 19.07 feet; thence North 66 degrees 08 minutes 21 seconds West 2.26 feet; thence South 85 degrees 10 minutes 02 seconds West 4.36 feet; thence North 79 degrees 12 minutes 30 seconds West 5.12 feet; thence North 66 degrees 46 minutes 53 seconds West 13.59 feet; thence South 89 degrees 15 minutes 13 seconds West 48.52 feet; thence South 30 degrees 40 minutes 22 seconds West 13.16 feet; thence South 68 degrees 14 minutes 51 seconds West 10.15 feet; thence South 84 degrees 08 minutes 23 seconds West 24.30 feet; thence North 21 degrees 33 minutes 04 seconds West 2.87 feet; thence North 89 degrees 50 minutes 28 seconds West 12.51 feet; thence North 48 degrees 51 minutes 30 seconds West 19.75 feet; thence South 89 degrees 20 minutes 39 seconds West 17.69 feet; thence South 31 degrees 05 minutes 08 seconds West 5.86 feet; thence North 89 degrees 33 minutes 15 seconds West 26.33 feet; thence North 20 degrees 46 minutes 51 seconds West 6.31 feet; thence North 89 degrees 46 minutes 36 seconds West 18.64 feet; thence South 66 degrees 09 minutes 16 seconds West 31.75 feet; thence North 89 degrees 44 minutes 36 seconds West 12.10 feet; thence South 75 degrees 45 minutes 32 seconds West 43.64 feet; thence South 84 degrees 53 minutes 01 seconds West 18.78 feet; thence North 83 degrees 31 minutes 04 seconds West 58.80 feet; thence North 89 degrees 46 minutes 07 seconds West 40.53 feet; thence South 26 degrees 37 minutes 47 seconds West 2.94 feet; thence North 87 degrees 29 minutes 15 seconds West 21.36 feet; thence North 56 degrees 06 minutes 35 seconds West 2.82 feet; thence South 88 degrees 56 minutes 03 seconds West 14.52 feet; thence North 80 degrees 49 minutes 16 seconds West 3.72 feet; thence North 71 degrees 41 minutes 07 seconds West 37.00 feet; thence South 84 degrees 28 minutes 41 seconds West 13.45 feet; thence South 70 degrees 36 minutes 03 seconds West 24.18 feet; thence North 88 degrees 42 minutes 42 seconds West 53.54 feet; thence South 34 degrees 39 minutes 25 seconds West 2.48 feet; thence North 89 degrees 35 minutes 59 seconds West 21.44 feet; thence North 46 degrees 50 minutes 05 seconds West 2.86 feet; thence South 89 degrees 58 minutes 33 seconds West 58.34 feet; thence South 75 degrees 23 minutes 31 seconds West 18.44 feet; thence North 89 degrees 47 minutes 53 seconds West 141.26 feet; thence South 50 degrees 57 minutes 42 seconds West 2.55 feet; thence South 87 degrees 02 minutes 49 seconds West 19.00 feet; thence North 31 degrees 32 minutes 03 seconds West 2.92 feet; thence North 89 degrees 27 minutes 49 seconds West 24.31 feet; thence North 80 degrees 11 minutes 11 seconds West 25.58 feet; thence South 39 degrees 02 minutes 17 seconds West 2.45 feet; thence North 80 degrees 45 minutes 38 seconds West 20.34 feet; thence South 08 degrees 21 minutes 31 seconds West 6.76 feet; thence South 89 degrees 59 minutes 53 seconds West 6.89 feet; thence North 41 degrees 18 minutes 02 seconds West 1.88 feet; thence North 04 degrees 42 minutes 36 seconds East 5.74 feet; thence North 63 degrees 25 minutes 08 seconds West 3.78 feet; thence

North 02 degrees 45 minutes 02 seconds West 15.16 feet to the **POINT OF BEGINNING**, containing 21,194 square feet (0.49 of an acre), more or less.

A title opinion or abstract of matters affecting title or boundary of the subject property has not been provided the undersigned. It is possible there are deeds of record, unrecorded deeds, easements or other instruments, which could affect the boundaries.

The above description is graphically represented on the attached sketch and by reference incorporated herein.

The attached sketch is not complete without this legal description and legal description is not complete without the attached sketch.

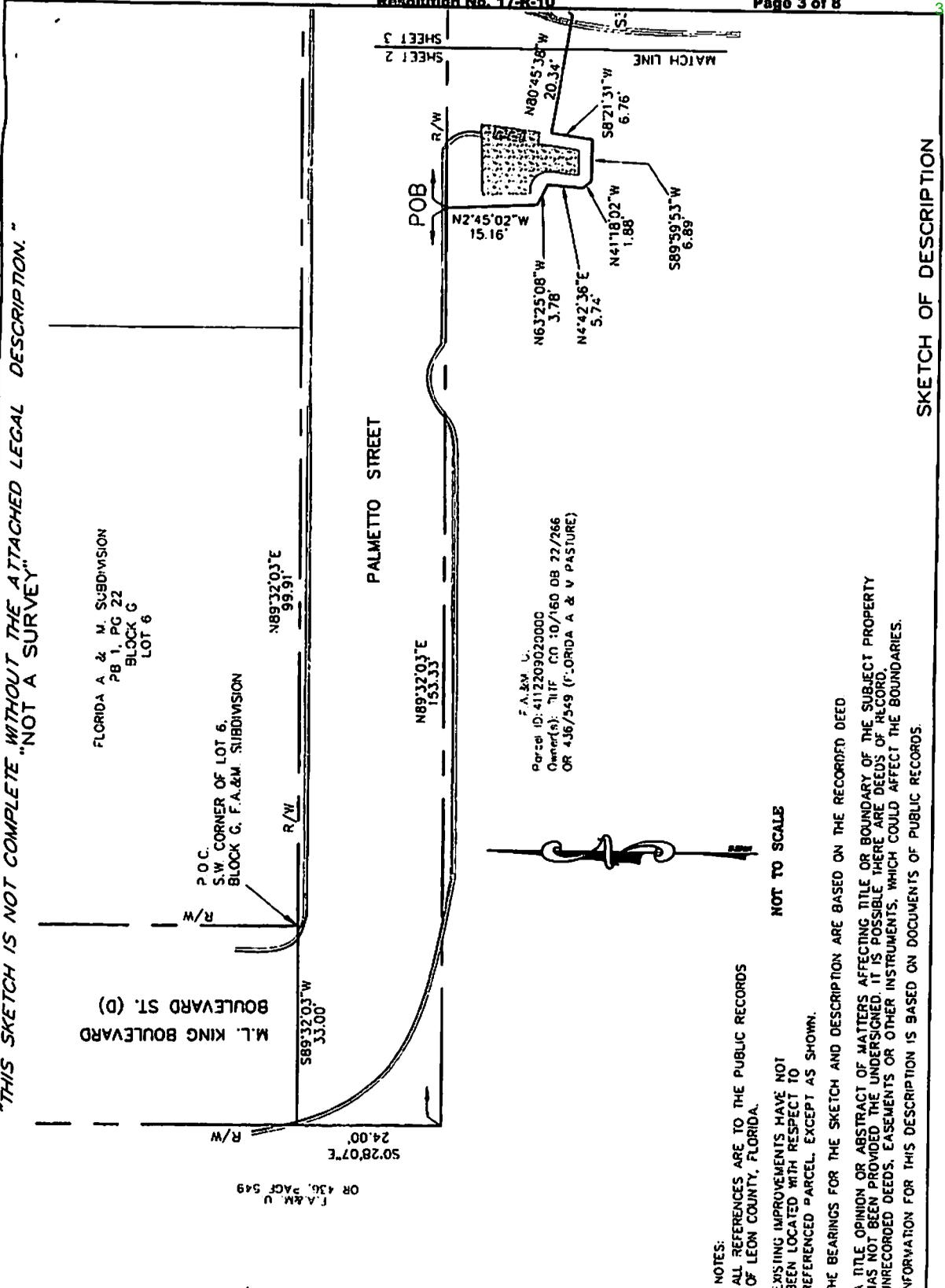
This description meets all applicable requirements of the Standards of Practice as contained in Chapter 5J-17 Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.



F. ERWIN ARNOLD, PSM.
Professional Surveyor and Mapper
Florida License Number LS 4279

2-23-17

"THIS SKETCH IS NOT COMPLETE WITHOUT THE ATTACHED LEGAL DESCRIPTION."



Abbreviations and Symbols

REF. = REFERENCE	P.O.C. = Point of Commencement	Prop. = Proposed	R/C = Rebar & Cap	No. = Number
ADJ. = Adjunction	P.O.B. = Point of Beginning	M/D = Melt and Dish	LP = Iron pipe	STA. = Station
PC = PACE	SP = Survey Point	T.C.C. = Temporary Construction Element	FCM = Found concrete monument	CONST. = Construction
TR = Township	C.O.T. = City of Tallahassee	P.T. = Point of Tangency	TCM = Terra-cotta Monument	L.O.P. = Edge of Pavement
RR = Range	CL = Centerline	P.C. = Point of Curvature	CM = Concrete Monument	C = Centerline
D.E. = Dead End	(D) = Dead Intersection	T = Tangent length	A = Aerial Target control	P = Property Line
O.R. = Official Record	(F) = Field Information	Δ = Control (Asht/Delta)	□ = Found concrete monument	B = Boundary
P.R. = Plot Book	(P) = Plot Information	R = Radius	○ = Found iron pipe/tybar cap	PRC = Point of Reverse Curve
Prop. = Proposed	(C) = Computed Information	L = Arc length	OR Not/Disk marked C.O.T. SP	
R/W = Right-of-Way		CH = Chord	FND. = Found	

SHEET 2 OF 7

WORK ORDER:
REQUEST NUMBER:
0/2016/PALMETTO
TOPO AND EASEMENT
CAD TECH: RGS
DATE: 2-21-17

UNDERGROUND UTILITIES
AND
PUBLIC INFRASTRUCTURE

TALLAHASSEE, FLORIDA, 32301

NOTES:
ALL REFERENCES ARE TO THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA.
EXISTING IMPROVEMENTS HAVE NOT BEEN LOCATED WITH RESPECT TO REFERENCED PARCEL, EXCEPT AS SHOWN.
THE BEARINGS FOR THE SKETCH AND DESCRIPTION ARE BASED ON THE RECORDED DEED A TITLE OPINION OR ABSTRACT OF MATTERS AFFECTING TITLE OR BOUNDARY OF THE SUBJECT PROPERTY HAS NOT BEEN PROVIDED THE UNDERSIGNED IT IS POSSIBLE THERE ARE DEEDS OF RECORD, UNRECORDED DEEDS, EASEMENTS OR OTHER INSTRUMENTS, WHICH COULD AFFECT THE BOUNDARIES. INFORMATION FOR THIS DESCRIPTION IS BASED ON DOCUMENTS OF PUBLIC RECORDS.

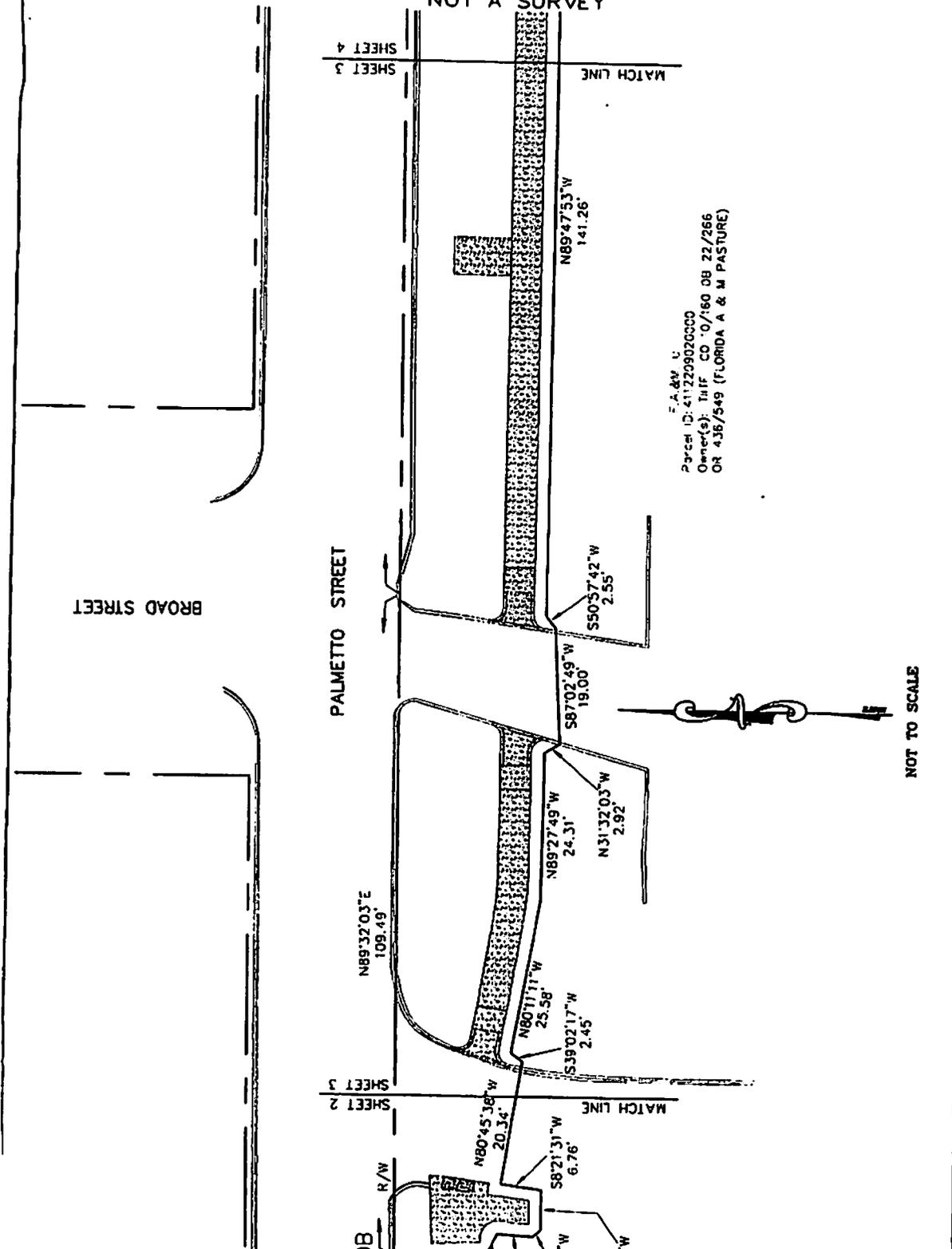
F.A.&M. U.
Parcel ID: 4112209020000
Owner(s): TRIF CO 10/160 DB 22/266
OR 436/549 (F.A.&M. SUBDIVISION)

FLORIDA A & M SUBDIVISION
PB 1, PG 22
BLOCK G
LOT 6

P.O.C.
S.W. CORNER OF LOT 6,
BLOCK C, F.A.&M. SUBDIVISION

F.A.&M. U
OR 436, PAGE 549

"THIS SKETCH IS NOT COMPLETE WITHOUT THE ATTACHED LEGAL DESCRIPTION."
 "NOT A SURVEY"



F.A.M.V.
 Parcel ID: 4112209020000
 Owner(s): Trif CO '0/160 OB 22/266
 OR 438/549 (FLORIDA A & M PASTURE)

NOT TO SCALE

SKETCH OF DESCRIPTION
 EXHIBIT A

Abbreviations and Symbols

REF. = REFERENCE	P.O.C. = Point of Commencement	Prop. = Proposed	R/C = Rebar & Cap	No. = Number
ACQ. = Acquisition	P.O.B. = Point of Beginning	N/D = Not on Disk	LP = Iron pipe	STA. = Station
PG. = PAGE	SP = Survey Point	T.C.E. = Temporary Construction Easement	FCM = Found concrete monument	CONST. = Construction
TWP = Township	C.O.T. = City of Tallahassee	P.T. = Point of Tangency	TDM = Terra-cotta Monument	L.O.P. = Edge of Pavement
RGE = Range	CL = Centerline	P.C. = Point of Curvature	CM = Concrete Monument	E = Centerline
D.B. = Dead Book	(D) = Deed Information	T = Tangent length	Δ = Aerial Target control	P = Property Line
O.R. = Official Record	(F) = Field Information	Δ = Central Angle (Delta)	○ = Found concrete monument	B = Boundary
P.B. = Plat Book	(P) = Plat Information	R = Radius	○ = Found iron pipe/Rebar cap	PRC = Point of Reverse Curve
Prop. = Proposed	(C) = Computed Information	L = Arc length	○ = Set (3/8" Eraser/Plastic cap OR Nails/Disk marked C.O.T. SP	
R/W = Right-of-Way		CH = Chord	FOUND = Found	

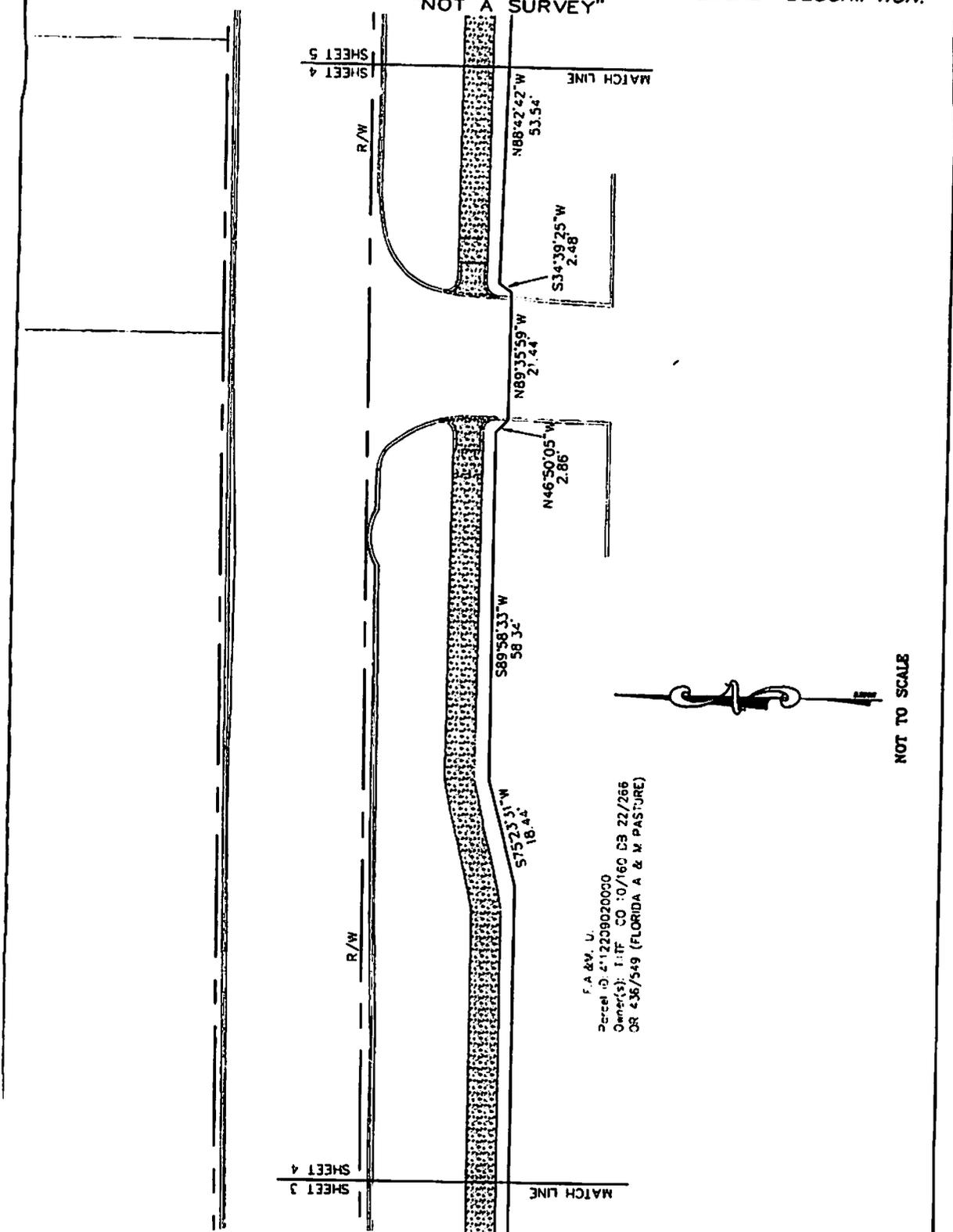
SHEET 3 OF 7

WORK ORDER:
REQUEST NUMBER:
Q/2016/PALMETTO TOPO AND EASEMENT
CAD TECH RCS
DATE: 2-21-17

UNDERGROUND UTILITIES
 AND
 PUBLIC INFRASTRUCTURE

TALLAHASSEE, FLORIDA, 32301

"THIS SKETCH IS NOT COMPLETE WITHOUT THE ATTACHED LEGAL DESCRIPTION."
 "NOT A SURVEY"



F.A. & V. U.
 Parcel ID: 4-12209020000
 Owner(s): T:TF CO :0/160 CB 22/266
 OR 436/549 (FLORIDA A & M PASTURE)

NOT TO SCALE

Abbreviations and Symbols

SKETCH OF DESCRIPTION
 EXHIBIT A

SHEET 4 OF 7

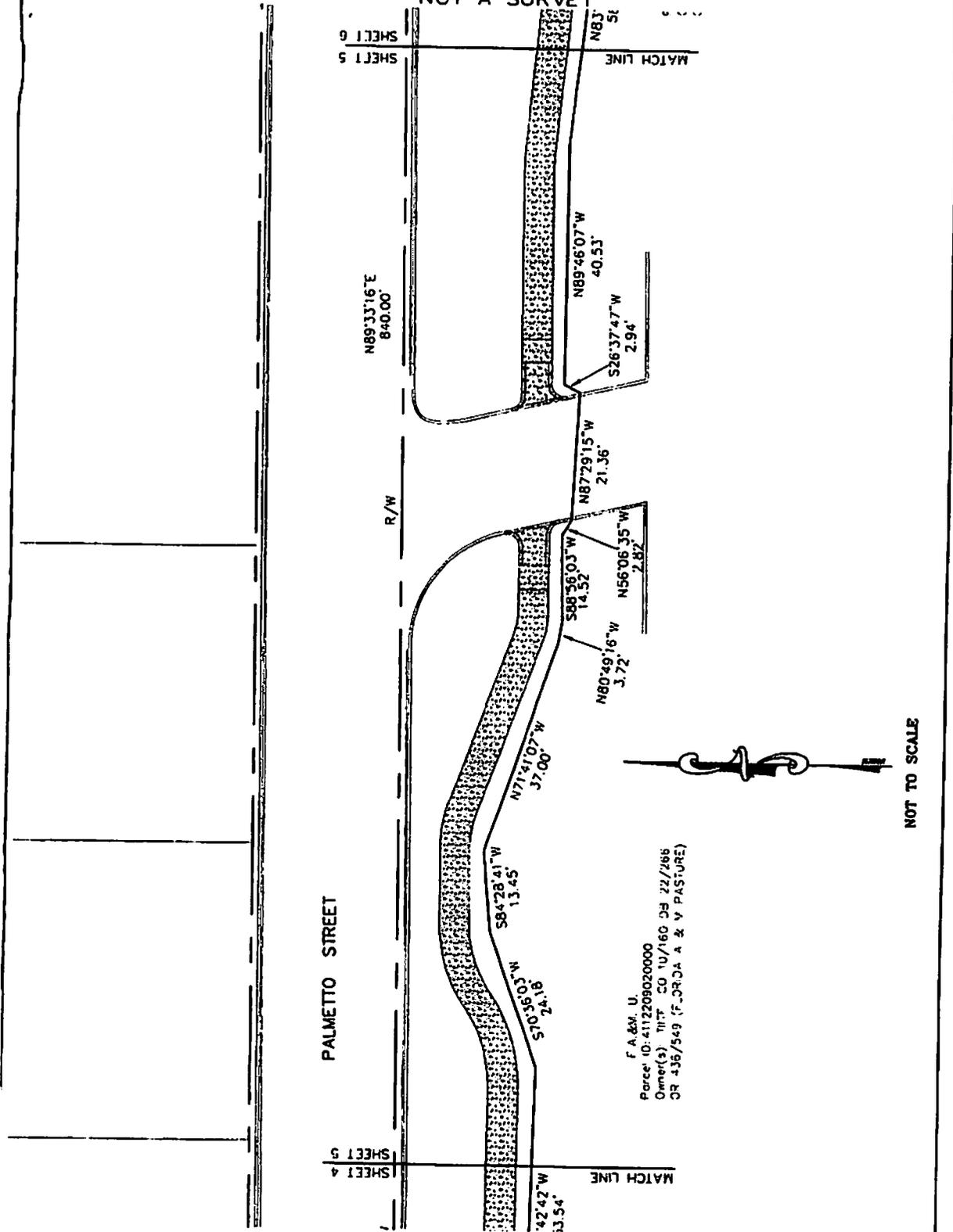
REF. = REFERENCE	P.O.C. = Point of Commencement	Prop. = Proposed	R/C = Rebar & Cap	No. = Number
ACQ. = Acquisition	P.O.B. = Point of Beginning	N/D = Not and Disk	LP = Iron pipe	STA. = Station
PC = PAGE	SP = Survey Point	T.C.C. = Temporary Construction	FCM = Found concrete monument	CONST. = Construction
TWP = Township	C.O.T. = City of Tallahassee	Common	TCM = Terra-cotta Monument	E.O.P. = Edge of Pavement
RGE = Range	CL = Centerline	P.T. = Point of Tangency	CM = Concrete Monument	ξ = Centerline
D.B. = Deed Book	(D) = Deed Information	P.C. = Point of Curvature	Δ = Aerial Target control	ξ = Property Line
O.R. = Official Record	(F) = Field Information	T = Tangent length	○ = found iron pipe/Rebar cap	ℰ = Baseline
P.B. = Plat Book	(P) = Plat Information	Δ = Central Angle(Delta)	○ = set (D/B) Rebar/Plastic cap	PRC. = Point of Reverse Curve
Prop. = Proposed	(C) = Computed Information	R = Radius	OR Not/Disk marked C.O.T. SP	
R/W = Right-of-Way		L = Arc length	FKD. = found	
		CH = Chord		

WORK ORDER:
REQUEST NUMBER:
0/2016/PALMETTO TOPO AND EASEMENT
CAD TECH: RCS
DATE: 2-21-17

UNDERGROUND UTILITIES
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 PUBLIC INFRASTRUCTURE

TALLAHASSEE, FLORIDA, 32301

"THIS SKETCH IS NOT COMPLETE WITHOUT THE ATTACHED LEGAL DESCRIPTION."
 "NOT A SURVEY"



F.A.S.W. U.
 Parcel ID: 4112209020000
 Owner(s): TRT CO 10/160 DB 22/266
 OR 436/549 (FORDA A & V PASTURE)

NOT TO SCALE

Abbreviations and Symbols

REF. = REFERENCE	P.O.C. = Point of Commencement	Prop. = Proposed	R/C = Rubber & Cop	No. = Number
ACQ. = Acquisition	P.O.B. = Point of Beginning	N/D = Nail and Dish	LP. = Iron pipe	STA. = Station
PG. = PAGE	SP = Survey Point	T.C.E. = Temporary Construction Easement	FCM = Found concrete monument	CONST. = Construction
TWP = Township	C.O.T. = City of Tallahassee	P.T. = Point of Tangency	T.M. = Terra-cotta Monument	E.O.P. = Edge of Pavement
RGE = Range	CL = Centerline	P.C. = Point of Curvature	CM = Concrete Monument	E = Centerline
D.B. = Deed Book	(D) = Deed Information	T = Tangent length	Δ = Serial target control	E = Property Line
D.R. = Official Record	(F) = Field Information	Δ = Central Axis/Offset	□ = Found concrete monument	B = Baseline
P.B. = Plat Book	(P) = Plat Information	R = Radius	○ = Found iron pipe/Rubber cap	PRC. = Point of Reverse Curve
Prop. = Proposed	(C) = Computer Information	L = Arc length	OR Nail/Dish marked C.O.T. SP	
R/W = Right-of-Way		CH = Chord	FRD. = Found	

SKETCH OF DESCRIPTION
 EXHIBIT A

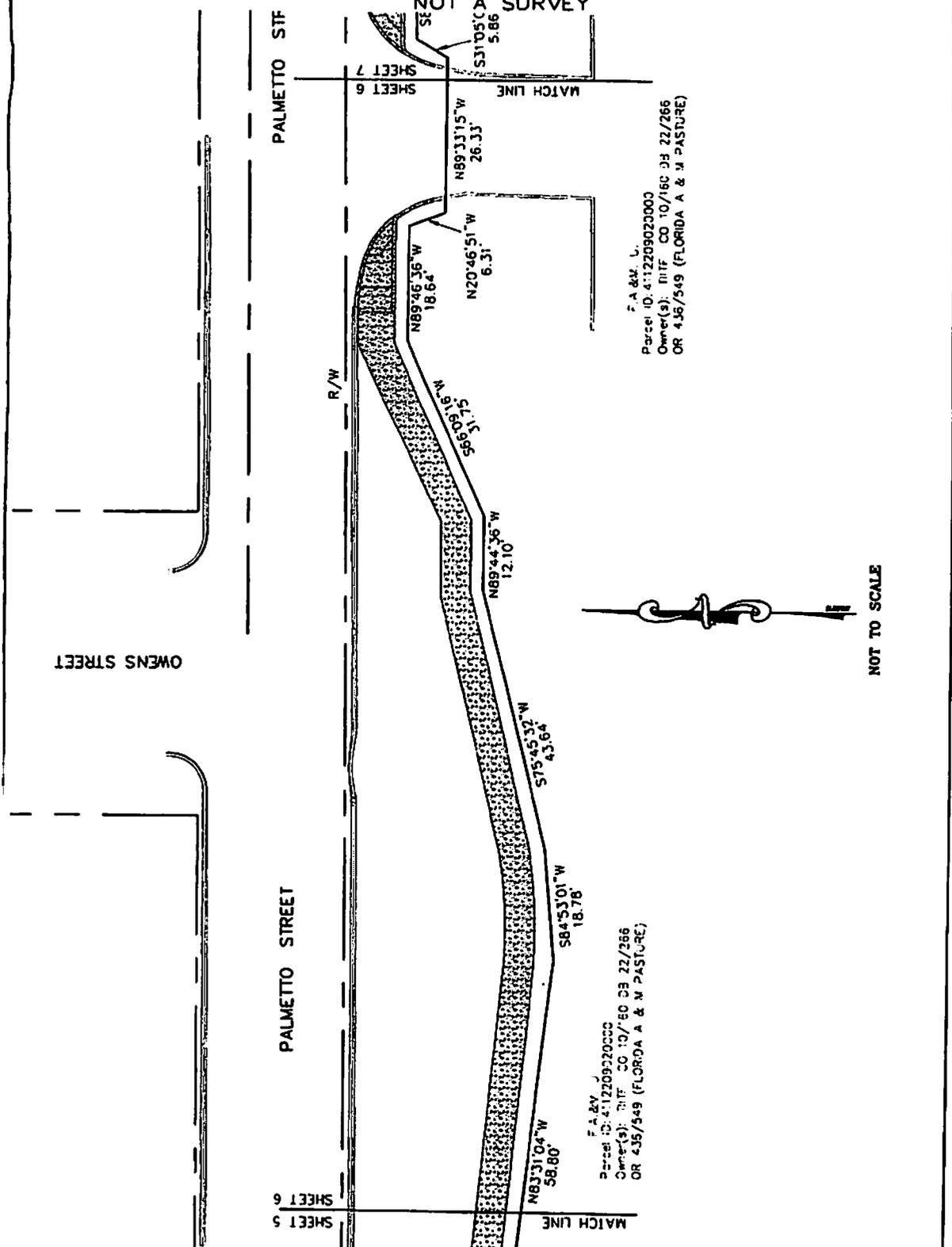
SHEET 5 OF 7

WORK ORDER:
REQUEST NUMBER:
0/2016/PALMETTO TOPO AND EASEMENT
CAD TECH: RCS
DATE: 2-21-17

UNDERGROUND UTILITIES
 AND
 PUBLIC INFRASTRUCTURE

TALLAHASSEE, FLORIDA, 32301

"THIS SKETCH IS NOT COMPLETE WITHOUT THE ATTACHED LEGAL DESCRIPTION."



Abbreviations and Symbols

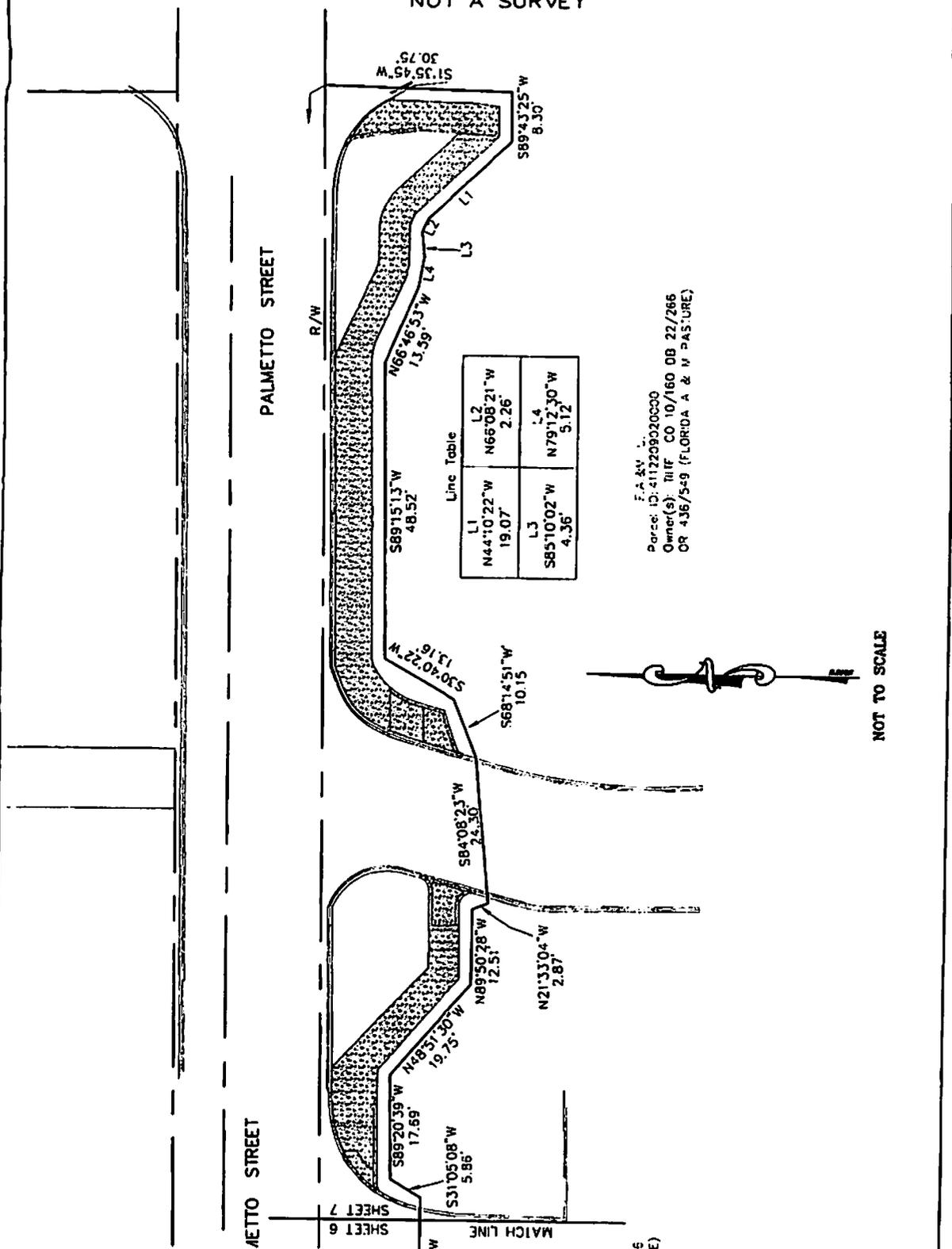
REF. - REFERENCE	P.O.C. - Point of Commencement	Prop. - Proposed	R/C - Rebar & Cap	No. - Number
ACQ. - Acquisition	P.O.B. - Point of Beginning	W/D - Not and Blk	L.P. - Iron pipe	STA. - Station
PA. - PAGE	SP - Survey Point	T.C.C. - Temporary Construction Easement	FCM - Found concrete monument	CONST. - Construction
TOP - Topmark	C.O.T. - City of Tallahassee	P.T. - Point of Tangency	TCM - Terra-cotta Monument	E.O.P. - Edge of Pavement
RGE - Range	CL - Centerline	P.C. - Point of Curvature	CM - Concrete Monument	ξ - Centerline
D.B. - Dead Bench	(D) - Dead Information	T - Tangent length	Δ - Aerial Target control	ℙ - Property Line
O.R. - Official Record	(F) - Field Information	Δ - Central Axis(Data)	○ - Found iron pipe/washer cap	ℙ - Boundary
P.B. - Plat Book	(P) - Plat Information	R - Radius	○ - Set (3/4\"/>	

SKETCH OF DESCRIPTION
EXHIBIT A

SHEET 6 OF 7

UNDERGROUND UTILITIES AND PUBLIC INFRASTRUCTURE
TALLAHASSEE, FLORIDA, 32301

"THIS SKETCH IS NOT COMPLETE WITHOUT THE ATTACHED LEGAL DESCRIPTION."
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L1	N44°10'22"W	19.07'
L2	N66°08'21"W	2.26'
L3	S85°10'02"W	4.36'
L4	N79°12'30"W	5.12'

F.A. & V. L.
Parcel ID: 4112299020000
Owner(s): TRIF CO 10/160 DB 22/266
OR 436/5-9 (FLORIDA A & M MEASURE)

NOT TO SCALE

SKETCH OF DESCRIPTION
EXHIBIT A

Abbreviations and Symbols		SHEET 7 OF 7	
REF. = REFERENCE	P.O.C. = Point of Commencement	Prop. = Proposed	N/C = Rubber & Cap
ACD. = Acquisition	P.O.B. = Point of Beginning	M/D = Meter and Disk	LP. = Iron pipe
PC. = PAZE	SP = Survey Point	T.C.E. = Temporary Construction Easement	FCM = Found concrete monument
TWP = Township	C.O.T. = City of Tallahassee	P.T. = Point of Tangency	TCM = Terra-cotta Monument
RCE = Range	CL = Centerline	P.C. = Point of Curvature	CM = Concrete Monument
D.B. = Deed Book	(D) = Deed Information	T = Tangent length	Δ = Aerial Target control
O.R. = Official Record	(F) = Field Information	Δ = Central Angle (Delta)	○ = Found concrete monument
P.B. = Plat Book	(P) = Plat Information	R = Radius	○ = Found iron pipe/Rubber cap
Prop. = Proposed	(C) = Computed Information	L = Arc length	□ = 1/4" x 1/4" Rubber/Plastic cap
R/W = Right-of-Way		Ch = Chord	OR Mark/Disk marked C.O.T. SP
			NO. = Number
			STA. = Station
			CONST. = Construction
			E.O.P. = Edge of Pavement
			CL = Centerline
			PL = Property Line
			B = Baseline
			PRC = Point of Reverse Curve

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