



Board of Delegates Agenda

Wednesday, August 10, 2016
Levine Senior Center
1050 DeVore Lane
Matthews, NC 28105

Chairman Michael Johnson will convene a meeting of the **Centralina COG Board of Delegates on Wednesday, August 10, 2016** with a working dinner. He also invites Delegates to network with CCOG staff **beginning at 6:15 p.m.**

Time	Item	Presenter
6:15 p.m.	Networking During this time, CCOG staff will be available to answer questions about the organization’s ongoing work in the region.	CCOG Staff
6:30 p.m.	Dinner Please RSVP to Kelly Weston at kweston@centralina.org or (704) 348-2728 by 5:00 p.m. on Wednesday, August 3, 2016 so that catering can be arranged.	Kelly Weston
6:45 p.m.	Call to Order, Welcome & Declaration of Quorum	Michael Johnson
	Amendments to the Agenda (if any)	Michael Johnson
Consent Items: <i>Consent agenda items may be considered in one motion and without discussion except for those items removed by a Board member.</i>		
6:50 p.m. Item 1 Pages 3 – 6	Approval of the May 11, 2016 Board of Delegates Meeting Minutes The minutes of the May 11, 2016 meeting were distributed to all members of the Board of Delegates and should be approved, if correct. Action / Recommendation: <i>I move to approve the May 11, 2016 Board of Delegates meeting minutes.</i>	Michael Johnson
Item 2 Pages 7 – 8	Centralina Economic Development Commission Appointment Renewals The Centralina Economic Development Commission (CEDC) was formed to serve as the local, federally designated Economic Development District (EDD) for the nine-county region to maintain eligibility for grants from the U.S. Economic Development Administration and other federal and state sources. The CEDC also has the responsibility as the local EDD to manage and implement the regional Comprehensive Economic Development Strategy (CEDS), most recently adopted in 2012. The Executive Board of Centralina Council of Governments formally appoints new members recommended by CCOG and the current Board of the CEDC. The Commission has met regularly and undertaken new regional projects to stimulate job creation and investment in our regional economy and sponsored activities that are broad in scope to strengthen regional competitive advantage, develop nascent regional clusters, and support our manufacturing heritage. Action/Recommendation: <i>I move that the CCOG Board reappoint Jarvis Woodburn and appoint John Marek to serve on the Centralina Economic Development Commission Board for the three-year term (March 1, 2016 – February 28, 2019) as set forth.</i>	Mike Manis
Item 3 Page 9	Approval of Audit Services Contract for Fiscal Year Ended June 30, 2016 Dixon Hughes Goodman, LLP has submitted the annual audit contract to Centralina Council of Governments’ in order to audit the FYE2016 accounts in the amount of \$57,500. This is the same base audit fee charged for the past several years. Dixon Hughes Goodman, LLP has administered audit services to Centralina for many years, and management is recommending the Governing Body accept this proposal. Action/Recommendation: <i>I move to approve the contract with Dixon Hughes Goodman, LLP for audit services in the amount of \$57,500 for the fiscal year ended June 30, 2016.</i>	Marsh Sutton



Board of Delegates Agenda

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Regular Business Items:		
<p>6:55 p.m. Item 4 20 minutes Page 10</p>	<p>Community and Economic Development Spotlight Presentation CCOG’s Community and Economic Development staff will present an overview of the department’s services and ongoing work in the region.</p>	<p>Mike Manis, Victoria Rittenhouse, and James Luster</p>
<p>7:15 p.m. Item 5 10 minutes Pages 11 – 12</p>	<p>Congressional Delegate Meeting Update Building relationships with our Congressional delegation is an important component of the Centralina Strategic Plan. This agenda item will review plans for the meeting, identify resource needs, and answer questions about this work.</p> <p>This is an initiative recommended by Leslie Mozingo, our Federal Agency consultant. This effort will facilitate the collaboration between our Congressional Delegation and the communities within the Centralina region.</p> <p>Action/Recommendation:</p> <ol style="list-style-type: none"> 1. <i>Identify Centralina delegation for each of the meetings.</i> 2. <i>Refine key issues to be communicated/discussed at each meeting.</i> 3. <i>Identify any questions or concerns about meetings.</i> 	<p>Vicki Bott</p>
<p>7:25 p.m. Item 6 5 minutes Pages 13 – 17</p>	<p>CCOG Building Update Staff will provide a status report to the CCOG Board of Delegates and receive feedback regarding next steps in the process of identifying options for location of Centralina COG offices. Staff will also request authorization to execute a lease.</p> <p>Action/Recommendation: <i>Authorize the Executive Director to execute a lease upon review and recommendation of the CCOG Building Committee in an amount not to exceed \$300,000 annually (initial year).</i></p>	<p>Jim Prosser</p>
<p>7:30 p.m. 5 minutes</p>	<p>Comments from the Board of Delegates</p>	<p>Board Members</p>
<p>7:35 p.m. 5 minutes</p>	<p>Comments from the Chair</p>	<p>Michael Johnson</p>
<p>7:40 p.m. 5 minutes</p>	<p>Comments from the Executive Director</p>	<p>Jim Prosser</p>
<p>7:45 p.m.</p>	<p>Adjournment</p>	<p>Michael Johnson</p>

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Centralina Council of Governments

Item 1



**Board of Delegates Meeting Minutes
May 11, 2016**

Jurisdiction	Represented By	Jurisdictions Not Represented
Albemarle	Chris Whitley	Ansonville
Badin	Deloris Chambers	Anson County
Belmont	Richard Turner	Cherryville
Bessemer City	Kay McCathen	China Grove
Charlotte	Patsy Kinsey	Cleveland
Cramerton	Susan Neeley	Cornelius
East Spencer	Phronice Johnson	Dallas
Gaston County	Joe Carpenter	Davidson
Granite Quarry	Bill Feather	Faith
Huntersville	Charles Guignard	Gastonia
Lincolnton	Devin Rhyne	Hemby Bridge
Lowell	Sandy Railey	High Shoals
Matthews	Jeff Miller	Indian Trail
Midland	Darren Hartsell	Iredell County
Mint Hill	Dale Dalton	Kings Mountain
Mecklenburg County	George Dunlap	Landis
New London	Dan Phillips	Lincoln County
Salisbury	Karen Alexander	Locust
Mooresville	Bobby Compton	Marshville
Statesville	Michael Johnson	Marvin
Pineville	Christopher McDonough	McAdenville
Weddington	Bill Deter	Mineral Springs
Wesley Chapel	Paul Kaperonis	Misenheimer
Waxhaw	Steve Maher	Monroe
		Morven
		Mount Holly
		Mount Pleasant
		Norwood
		Oakboro
		Ranlo
		Richfield
		Spencer
		Spencer Mountain
		Stallings
		Stanley
		Stanly County
		Troutman
		Union County
		Unionville
		Wadesboro
		Wingate

Call to Order

Chairman Michael Johnson, City of Statesville, called the meeting to order.

Amendments to the Agenda

Chairman Johnson noted that Katherine Hebert would give the presentation on Item 6.

A motion was made to adopt the amended agenda. The motion was seconded and carried unanimously.

Invocation

Commissioner Joe Carpenter, Gaston County, gave the invocation.

Consent Agenda

1. Approval of the February 10, 2016 Board of Delegates Meeting Minutes

A motion was made to approve the February 10, 2016 Board of Delegates meeting minutes. The motion was seconded and carried unanimously.

2. Region of Excellence Awards Ceremony

Chairman Johnson introduced the Region of Excellence Awards judges: former Town of Huntersville Commissioner Sarah McAulay, former Town of Spencer Manager Larry Smith, and private sector consultant Jennifer Nichols, who was unable to attend.

The judges presented awards to the following recipients:

Controlling the Cost of Government:	Iredell County – Online Septic Record Search Engine
Growing the Economy:	Gaston County – Social Services Self-Help Resource Center
Improving Quality of Life:	Gaston County – Teen Wellness Center
	City of Charlotte & Mecklenburg County – Cross Charlotte Trail
	City of Salisbury – Salisbury Sculpture Show

Chairman Johnson introduced Chris Facente, Vice Chairman of the Centralina Clean Fuels Coalition, who presented the Clean Cities Award to the Town of Matthews for Excellence in Clean Transportation and Clean Fuel Activities.

3. Centralina Workforce Development Spotlight Presentation

David Hollars, Workforce Development Director, presented an overview of Centralina Workforce Development services. He explained that local Workforce Development Boards oversee the NCWorks Career Centers, formerly Employment Security Commission offices. The Career Centers are customer-centric and focus on assessments, using resources such as Career Headlight, an online tool that helps career-seekers and students determine their career path. He added that the needs of businesses and workers drive workforce compliance. Other services include NexGen, which uses resources geared toward 16 to 24 year olds to help develop the next generation of talent, and incumbent worker programs that help local businesses by enhancing the skills of current employees.

4. Southeast Alternative Fuels Demo Initiative Presentation

Jason Wager, Planning Program Supervisor – Sustainability, presented an overview of the Southeast Alternative Fuels Demo Initiative (SADI), noting that it is a low-risk, no cost opportunity to test drive vehicles. He requested the Delegates’ assistance in spreading the word about the program among fleet services in their communities.

A motion was made committing the members of the Board of Delegates to discussing this initiative with their fleet manager and town/city/county manager, and contacting CCOG staff to sign up to test drive a vehicle. The motion was seconded and carried unanimously.

5. Greater Charlotte Regional Freight Mobility Plan

Michelle Nance, Planning Director, presented an update on the Regional Freight Mobility Plan. She explained that the Plan is about economic development and land use and will examine freight bottlenecks and suggest improvements. The project will end in December 2016. She noted that one of the roles of the Delegates will be to help shepherd the Plan's freight recommendations through to the Rural and Metropolitan Planning Organizations' for inclusion in their long-range plans. She asked Delegates to talk to staff in these organizations about freight issues they or their constituents have seen.

6. Centralina Health Solutions – Plan4Health Report

Ms. Nance began the presentation and explained that because of the extreme interest in health during the CONNECT Our Future project, CCOG decided to create a Center for Healthy Communities with the goal of helping cities and counties think about how to develop healthy, lifelong communities. CCOG received the Plan4Health grant through the North Carolina Chapter of the American Planning Association to help communities implement some of the CONNECT tools. She added that the CONNECT toolkit can be used as a strong foundation by communities applying for grants.

Katherine Hebert, Healthy Community Design Specialist, continued the presentation with an overview of the Plan4Health grant. She noted that the focus of the grant is to increase physical activity opportunities in at-risk areas of Mecklenburg County. The work will involve six strategies: community needs assessment; bicycle and pedestrian audits; shared use agreements; park access audits; communications campaign; and replication. She asked the Delegates to save the date for the Planning for Healthy Communities Conference on August 31 in Mooresville.

In response to a question from Council Member Richard Turner, City of Belmont, Ms. Hebert explained that the \$3.00 return on a \$1.00 invest in trails is based on health rates related to reduction in obesity levels, increases in physical activity levels, and decreases in disease rates.

7. CCOG Regional Conference Update

Vice Chair Patsy Kinsey, City of Charlotte, presented a report on planning activities underway for the Creative Solutions for Thriving Communities Conference. She noted that a group comprised of several Delegates has been providing input to CCOG staff during the early stages of the planning phase. Based on the group's recommendation, the Executive Board approved Thursday, April 6, 2017 as the date for the next Conference and the Charles Mack Citizen Center in Mooresville as the location. She noted that the Conference is a great opportunity for vendors to have access to 100 or more potential consumers. She asked the Delegates to send prospective sponsor suggestions to CCOG staff.

Chairman Johnson asked the Board of Delegates to commit to saving the date of April 6, 2017 for the Conference and to encouraging other elected officials and staff in the communities to save the date.

Comments from the Board of Delegates

There were no comments from the Board of Delegates.

Comments from the Chair

Chairman Johnson reported that on April 5th, CCOG was named a Medicare-certified agency and will now be able to bill eligible Medicare clients who participate in the Evidence-Based Diabetes Self-Management Program qualified workshops. He noted that the certification is a monumental achievement.

He also reported that CCOG Planning staff will host a Water Infrastructure and Financing Workshop on Tuesday, May 17th from 3:00 – 6:00 pm at the Charles Mack Citizen Center in Mooresville. Local elected officials, public utilities directors, water service directors, and town and county managers are invited to learn best practices and finance tools for augmenting the sustainability of local water systems.

Chairman Johnson thanked the Tyvola Senior Center staff for hosting the Board of Delegates meeting and congratulated them for receiving their Center of Excellence Award from the Division of Aging and Adult Services.

Comments from the Executive Director

There were no comments from the Executive Director.

Adjournment

With no further business to be discussed, Chairman Johnson adjourned the meeting.



Centralina Council of Governments

Item 2



Board Agenda Item Cover Sheet

Board Meeting Date:	August 10, 2016	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Mike Manis	Presentation Time (est.):	2 minutes (if needed)			
Presenter at meeting:	Mike Manis	Phone Number/Ext:				
		Email:	mmanis@centralina.org			
Alternate Contact Person:	Mike Manis	Phone Number/Ext:				
		Email:	mmanis@centralina.org			
Submitting Department:	CEDC	Department Head Approval:	MM			
Board Expectation: <i>(required action or responsibility expected from Board members)</i>						
Confirm renewal of appointment of: Jarvis Woodburn, Anson County and John Marek-Interim, Greater Statesville to the Centralina Economic Development Commission Board.						
Description of Agenda Item: Confirm renewal of CEDC Board appointment						
See below.						
Background & Basis of Recommendations:						
<p>The Centralina Economic Development Commission (CEDC) was formed to serve as the local, federally designated Economic Development District (EDD) for the nine-county region to maintain eligibility for grants from the U.S. Economic Development Administration and other federal and state sources. The CEDC also has the responsibility as the local EDD to manage and implement the regional Comprehensive Economic Development Strategy (CEDS), most recently adopted in 2012. The Executive Board of Centralina Council of Governments formally appoints new members recommended by CCOG and the current Board of the CEDC. The Commission has met regularly and undertaken new regional projects to stimulate job creation and investment in our regional economy and sponsored activities that are broad in scope to strengthen regional competitive advantage, develop nascent regional clusters, and support our manufacturing heritage.</p>						
For reference CEDC membership tenure and number:						
<p>The number of Directors constituting the Board of Directors of the Commission shall be no less than twenty-five (25) and no more than thirty-one (31). Each Director shall hold office until his death, resignation, retirement, removal, disqualification, or his successor shall have been appointed and qualified. Directors shall be appointed for a three (3) year term. Vacancies on the Board of Directors may be, but shall not be required, replaced so long as the minimum number of Directors is maintained. Directors may be reappointed without limitation.</p>						
Action / Recommendation:						
I move that the CCOG Board reappoint Jarvis Woodburn and appoint John Marek to serve on the Centralina Economic Development Commission Board for the three-year term (March 1, 2016 – February 28, 2019) as set forth.						
Time Sensitivity (none or explain):	None.					
Budget Impact (if applicable):	N/A					
List of Attachments (if any):	CEDC Board Members Terms Chart					



Centralina Economic Development Commission

CEDC Board Members - Confirmation Recommendation *

Term: March 1, 2016 - February 28, 2019

Name	Representing	Recommended by	Organization
Jarvis Woodburn	Anson County - Public	Anson County BOC	Anson County BOC
John Marek - Interim	Statesville/Iredell	CCOG	Statesville Regional Development

Current CEDC Board Members FY 19

Term: March 1, 2016 - February 28, 2019

Name	Representing	Recommended by	Organization
Joe Carpenter	Gaston County	Gaston County BOC	Gaston County BOC
Donny Hicks	Gaston County	Gaston County BOC	Gaston County EDC
Robert Hillman	Mecklenburg County- Private	Mecklenburg County	Consolidated Planning, Inc.
George Dunlap	Mecklenburg County- Public	Mecklenburg County	Mecklenburg County BOC
Astrid Chirinos	Regional	CCOG	Latin American Chamber of Commerce
Robert Van Geons	Rowan County	CCOG	Rowan Works EDC
David Post	Rowan County-Private	Rowan BOC	Executive Business Mgmt- The Post Group

CEDC Board Member Positions-Pending Recommendations

Term March 1, 2016 - February 28, 2019

Board Member	Representing	Recommended by	Organization
Frank Aikmus	Union County	Union County	Union County BOC
Beth Jones	Iredell County	Iredell County	Iredell county
Cliff Brumfield	Lincoln County	Lincoln County BOC	Lincoln Economic Development Association
Mark Brady	Mooresville- Private	Town of Mooresville	First Trust Bank
Vacant	Union County - Private		

Current CEDC Board Members FY 18

Term: March 1, 2015 - February 28, 2018

Name	Representing	Recommended by	Organization
XX Fred Sparger - Resigned	Anson County	Anson County BOC	Retired-SPCC
LaWana Mayfield	City of Charlotte	CCOG	Charlotte City Council
Robbie Carney	Iredell County (Private)	Iredell County BOC	Mooresville-South Iredell EDC
Miles Atkins	Mooresville	Mooresville	Town of Mooresville
Bill Thunberg	Mooresville-Lake Norman	CCOG	Lake Norman Transportation Commission
XX Tim Gause - Retired	Regional	CCOG	Duke Energy
Leslie Johnson	Mecklenburg County- Managers Office	CCOG	Mecklenburg County
LaWana Mayfield	City of Charlotte	CCOG	Charlotte City Council
Greg Edds	Rowan County	Rowan BOC	Rowan County BOC - Chairman
Marian Steele	Statesville	CCOG	J.C. Steele & Sons, Inc
Paul Stratos	Stanly County	Stanly BOC	Stanly County EDC

CEDC Board Member Positions-Pending Recommendations

Term: March 1, 2015- February 28, 2018

Name	Representing	Recommended by	Organization
Vacant	Stanly County - Private		
Vacant	Lincoln County - Public		

CEDC Executive Officers FY 15-17 (April 2015- April 2017 Annual Meeting)

Chairman - Miles Atkins



Centralina Council of Governments

Item 3



Board Agenda Item Cover Sheet

Board Meeting Date:	August 10, 2016	Agenda Item Type:	Consent:	X	Regular:	
Submitting Person:	Marsha Sutton	Presentation Time (est.):	0 minutes			
Presenter at meeting:	Marsha Sutton	Phone Number/Ext:	704-348-2716			
		Email:	msutton@centralina.org			
Alternate Contact Person:	Jim Prosser	Phone Number/Ext:	704-348-2703			
		Email:	jprosser@centralina.org			
Submitting Department:	Finance	Department Head Approval:				
Board Expectation: <i>(required action or responsibility expected from Board members)</i>						
Approval of contract for audit services.						
Description of Agenda Item:						
Dixon Hughes Goodman, LLP has submitted the annual audit contract to Centralina Council of Governments' in order to audit the FYE2016 accounts in the amount of \$57,500. This is the same base audit fee charged for the past several years. Dixon Hughes Goodman, LLP has administered audit services to Centralina for many years, and management is recommending the Governing Body accept this proposal.						
Background & Basis of Recommendations:						
On June 8, 2016, the Executive Board discussed and agreed to extend the audit services provided by Dixon Huges Goodman for a period of one year. This recommendation is to ensure compliance with the Local Government Budget and Fiscal Control Act, which requires each unit have its accounts audited annually by an independent certified public accountant.						
Action / Recommendation:						
I move to approve the contract with Dixon Hughes Goodman, LLP for audit services in the amount of \$57,500 for the fiscal year ended June 30, 2016.						
Time Sensitivity (none or explain):	None					
Budget Impact (if applicable):	As noted above.					
List of Attachments (if any):	None					



Centralina Council of Governments

Item 4

Community and Economic Development Spotlight Presentation

(No attachments for this item)



Centralina Council of Governments

Item 5



Board Agenda Item Cover Sheet

Board Meeting Date:	August 10, 2016	Agenda Item Type:	Consent:		Regular:	x
Submitting Person:	Jim Prosser	Presentation Time (est.):	10 minutes			
Presenter at meeting:	Vicki Bott	Phone Number/Ext:	704-348-2702			
		Email:	vbott@centralina.org			
Alternate Contact Person:	Jim Prosser	Phone Number/Ext:	704-348-2703			
		Email:	jprosser@centralina.org			
Submitting Department:	Grants Development	Department Head Approval:				
Board Expectation: (required action or responsibility expected from Board members)						
Executive Board members are asked to meet with Congressional Delegation (House/Senate) during August recess.						
Description of Agenda Item:						
<p>Building relationships with our Congressional Delegation is an important component of the Centralina Strategic Plan. This agenda item will review plans for the meeting, identify resources needs and answer questions about this work.</p> <p>This is an initiative recommended by Leslie Mazingo, our Federal Relations consultant. This effort will facilitate the collaboration between our Congressional Delegation and the communities within the Centralina region.</p>						
Background & Basis of Recommendations:						
<p>The following actions are underway to facilitate meeting with our Congressional Delegation (Senators Burr and Tillis, U.S. Representatives Hudson, Pittenger, McHenry and Adams):</p> <ol style="list-style-type: none"> 1. Executive Board members have volunteered to take the lead for each member of our delegation as shown on the attached exhibit. 2. Centralina staff will coordinate meeting scheduling (time, location) with you and Senator's/Representative's staff. 3. Centralina staff will provide talking points customized for each meeting based on the Committee assignment and interests of the Members of Congress. 4. Centralina staff will provide meeting materials including Centralina initiatives and priorities focused on how Centralina can work to benefit Members of Congress and their constituents. 						
Action / Recommendation:						
<ol style="list-style-type: none"> 1. Identify Centralina delegation for each of the meetings. 2. Refine key issues to be communicated/discussed at each meeting. 3. Identify any questions or concerns about meetings. 						
Time Sensitivity (none or explain):	Congress will be back in session by September 6. It is important that these meeting take place within this recess.					
Budget Impact (if applicable):	None expected					
List of Attachments (if any):	2016 August Advocacy with Centralina Congressional Delegation Table					



2016 August Advocacy with Centralina Region's U.S. Congressional Delegation

District	Member of Congress	Contact Info	CCOG Member Jurisdiction [Non-member]	CCOG Delegate Lead	Contact Info
Senate 1	Richard Burr (R)	Phone: (202) 224-3154 Fax: (202) 228-2981 http://burr.senate.gov	All jurisdictions	Michael Johnson	704-996-5978
Senate 2	Thom Tillis (R)	Phone: (202) 224-6342 Fax: (202) 228-3398 http://tillis.senate.gov	All jurisdictions	Joe Carpenter	704-363-0391
5	Virginia Foxx (R)	Phone: (202) 225-2071 Fax: (202) 225-2995 http://foxx.house.gov/	<u>Counties:</u> Iredell, Rowan <u>Munis:</u> Statesville, Salisbury	Michael Johnson	704-996-5978
8	Richard Hudson (R)	Phone: (202) 225-3715 Fax: (202) 225-4036 http://hudson.house.gov/	<u>Counties:</u> Anson, Cabarrus, Mecklenburg, [Rowan], Stanly, Union <u>Munis:</u> Albemarle, Badin, China Grove, [Concord], Granite Quarry, Hemby Bridge, [Kannapolis], Landis, Locust, Midland, Misenheimer, Monroe, Morven, Oakboro, Red Cross, Salisbury, Stanfield, Wadesboro	Martha Sue Hall	704-985-5821
9	Robert Pittenger (R)	Phone: (202) 225-1976 Fax: (202) 225-3389 http://pittenger.house.gov/	<u>Counties:</u> Iredell, Mecklenburg, Union <u>Munis:</u> Charlotte, Cornelius, Davidson, Huntersville, Indian Trail, Marvin, Matthews, Mint Hill, Mooresville, Pineville, Stallings, Troutman, Waxhaw, Weddington, Wesley Chapel	John Woods	704-868-6917
10	Patrick McHenry (R)	Phone: (202) 225-2576 Fax: (202) 225-0316 http://mchenry.house.gov	<u>Counties:</u> Gaston, Lincoln <u>Munis:</u> Bessemer City, Cherryville, Cramerton, Dallas, Gastonia, High Shoals, Kings Mountain, Lincolnnton, Lowell, McAdenville, Belmont, Mount Holly, Spencer Mountain, Stanley	Joe Carpenter	704-363-0391
12	Alma Adams (D)	Phone: (202) 225-1510 Fax: (202) 225-1512 http://adams.house.gov/	<u>Counties:</u> Cabarrus, Mecklenburg, Rowan <u>Munis:</u> Charlotte, East Spencer, Salisbury, Spencer	Patsy Kinsey	704-351-7885



Centralina Council of Governments

Item 6



Board Agenda Item Cover Sheet

Board Meeting Date:	August 10, 2016	Agenda Item Type:	Consent:	Regular:	X
Submitting Person:	Jim Prosser	Presentation Time (est.):	5 minutes		
Presenter at meeting:	Jim Prosser	Phone Number/Ext:	(704) 748-2703		
		Email:	jprosser@centralina.org		
Alternate Contact Person:	Linda Miller	Phone Number/Ext:	(704) 348-2712		
		Email:	lmiller@centralina.org		
Submitting Department:	Executive	Department Head Approval:			
Board Expectation: <i>(required action or responsibility expected from Board members)</i>					
Staff will provide a status report to the CCOG Board of Delegates and receive feedback regarding next steps in the process of identifying options for location of Centralina COG offices. Staff will also request authorization to execute a lease.					
Description of Agenda Item:					
Review progress of the CCOG Building Committee (Michael Johnson, Bill Feather, Joe Carpenter, Devin Rhyne, Sarah McAulay (representing the Centralina Foundation). This Committee is staffed by Linda Miller, Kelly Weston, and Jim Prosser.					
Background & Basis of Recommendations:					
<i>Since the last update in March 2016, the Building Committee has met to review the possibility of subleasing office space to other organizations at the Centralina location, analysis of the potential for Centralina to terminate the current lease at 525 North Tryon, and available options for both leasing and building space.</i>					
The current status of these efforts include the following:					
<ol style="list-style-type: none"> 1. Evaluation criteria for replacement office space has been identified and approved by the Building Committee including cost and location. The cost goal is for annual lease at \$300,000 or less including free parking. This compares with current lease cost of \$360,000 and parking cost of approximately \$20,000 (CCOG costs) and employee paid parking expense of about \$20,000. 2. A search of potential office space locations was completed in May. The search was based on focus areas approved by Building Committee using criteria including member and employee drive time and ease of access from interstate highways. That focus area included the Blue Line Light Rail Transit corridor, Huntersville/77/485 and the University area of Charlotte. 3. Site visits were made to five sites by members of the staff and Building Committee. 4. Based on those visits, two sites were selected for “test fit” design. The test fit designs were completed by LaBella. The cost of the test fit designs was paid by the buildings owners. Test fit designs are used to assess the feasibility of fitting our office needs into the sites and estimating costs. These costs are used by the building owners to inform their offers to the tenants (CCOG) regarding lease terms including cost. 5. One site was determined to be more suitable based on selected criteria and test fit. This site is located at 9815 David Taylor Drive. It is within a 5 minute drive of the University Hilton, which until recently was the regular location for CCOG Board of Delegates meetings. 6. Each of the CCOG Directors (or designate) has toured the building and found it and the location to be acceptable. 7. This is an owner occupied building. The space available is the first floor space. This space includes about 90% of the furnishings required for CCOG needs. 					



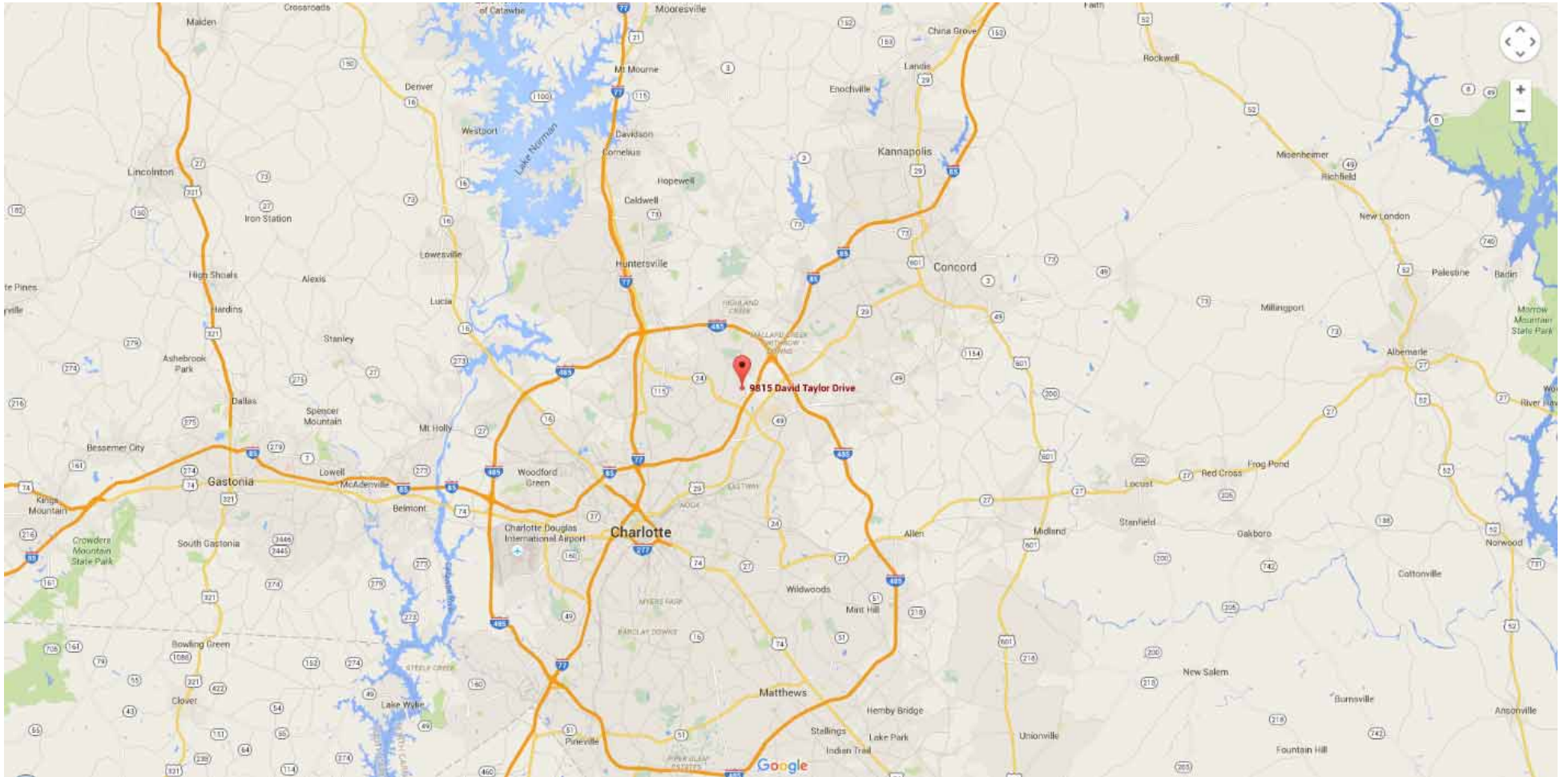
8. Construction cost and time estimates are expected to be delivered to the leasing agent by the time of the August 10 meeting.
9. Still pending is the decision from Bank of America (BOA), (CCOG subleases current spaces from BOA) regarding whether they would agree to early lease termination. We believe that this decision may be based on our ability to move from the current space in a timely manner. Our current expectation is that the earliest relocation date would be October 1 (based on build out time for changes to office space).
10. There will be out of pocket moving costs and IT installation cost not currently budgeted. It is our intention to negotiate a lease agreement to include no lease payments for the first two months. This would permit the amounts budgeted for lease payments to be used to cover these expenses (estimated at less that \$50,000 total).
11. The current COG location continues to be on the market for sublet. Cushman Wakefield has advertised the location and areas within the current space have been identified for subleased space.

Action / Recommendation:

Authorize the Executive Director to execute a lease upon review and recommendation of the CCOG Building Committee in an amount not to exceed \$300,000 annually (initial year).

Time Sensitivity (<i>none or explain</i>):	Execution of a lease agreement on a timely basis may be a determining factor to allow termination of the current lease.
Budget Impact (<i>if applicable</i>):	Net monthly savings of an estimated \$5,000 lease cost and \$2,000 parking costs.
List of Attachments (<i>if any</i>):	<ul style="list-style-type: none"> • Building location map • Listing material

**9815 David Taylor Drive
Charlotte, NC 28262**



9815 DAVID TAYLOR DRIVE

SPACES AVAILABLE UP TO 26,736 SQUARE FEET



FOR MORE INFORMATION
PLEASE CONTACT:

Paula Moss

+1 704 331 1275

paula.moss@cbre.com

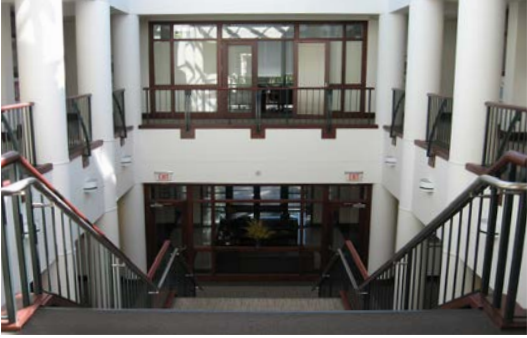
Ralph Oldham

+1 704 331 1250

ralph.oldham@cbre.com

- 8,336-26,736 sf available
- Class A office in the heart of University Research Park
- Open Plan with above-standard finishes
- Plug and play facility
- 4.8/1000 parking ratio

CBRE



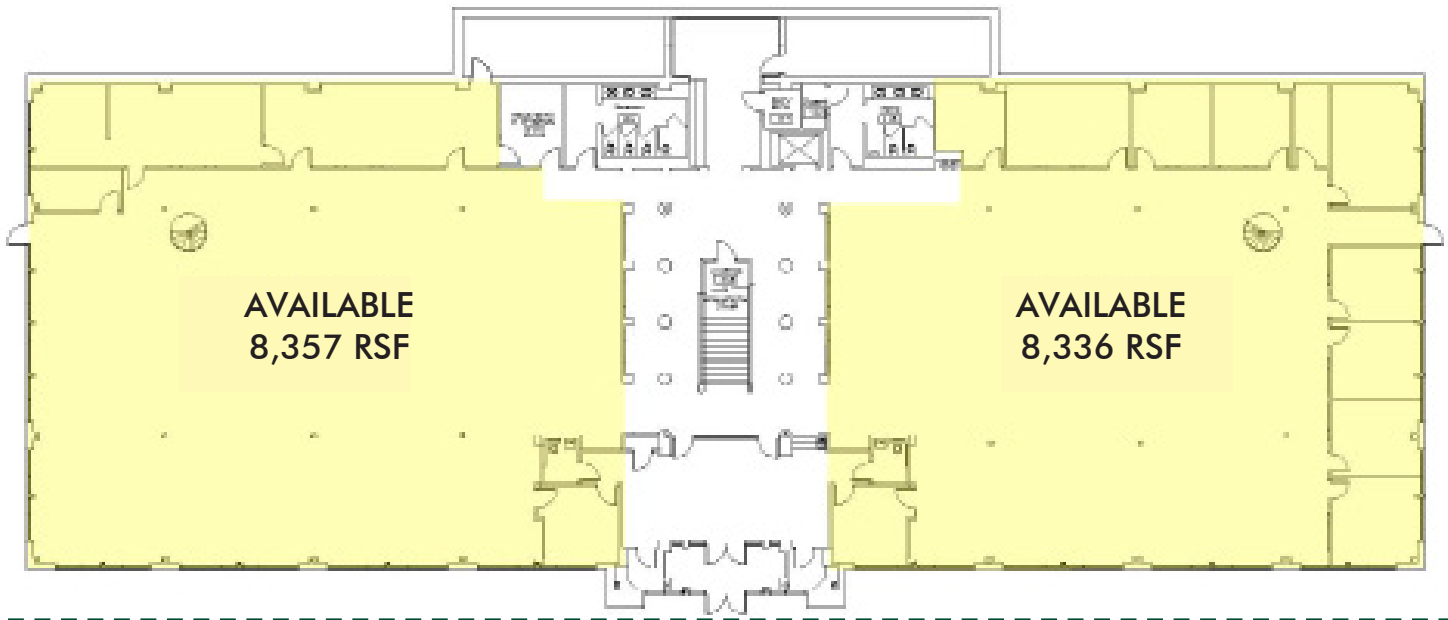
- Relaxing indoor and outdoor seating areas
- Shared access to large kitchen



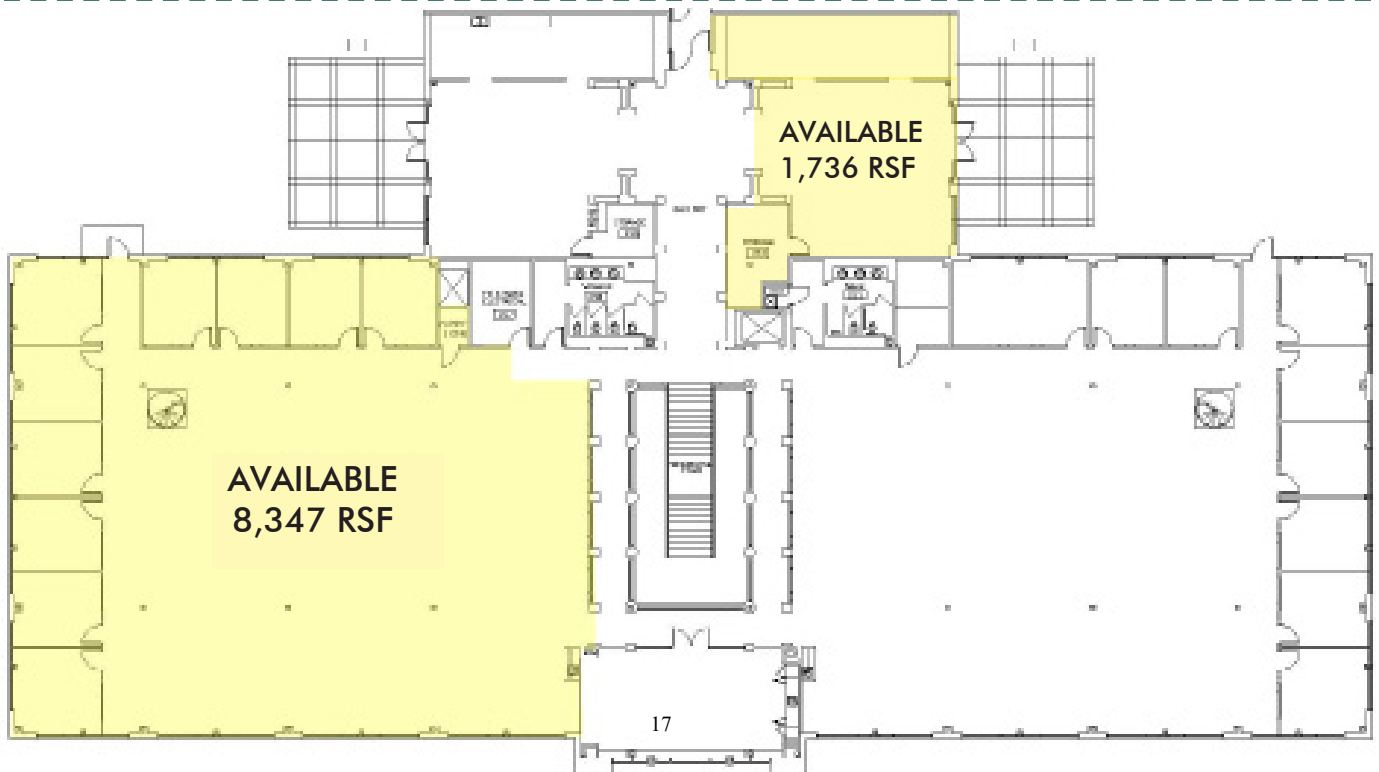
- Adjacent to the University Research Park walking trails
- Locker rooms with showers



- Herman Miller systems furniture available for use
- Access to Avago's large conference room



1st Floor



2nd Floor