



## The Executive Board Agenda

Wednesday, June 13, 2018  
Centralina Council of Governments  
9815 David Taylor Drive, Suite 100  
Charlotte, NC 28262

Chairman Bill Feather will convene a meeting of the Centralina COG Executive Board at 6:30 p.m. on Wednesday, June 13, 2018. A light dinner will be served at 6:00 p.m. The meeting will be held in the Catawba Room of the Centralina COG Office on the 1<sup>st</sup> floor of the Broadcom building.

Time	Item	Presenter
6:00 p.m.	<b>Dinner</b> Please RSVP to Kelly Weston at <a href="mailto:kweston@centralina.org">kweston@centralina.org</a> or (704) 348-2728 by 12:00 p.m. on Monday, June 11 <sup>th</sup> so that catering can be arranged.	Kelly Weston
6:30 p.m.	<b>Call to Order</b> <b>Amendments to the Agenda</b> (if any)	Bill Feather Bill Feather
<b>Consent Items:</b> Consent agenda items may be considered in one motion and without discussion except for those items removed by a Board member.		
6:35 p.m. <b>Item 1</b> Pages 5 - 7	<b>FY2017-2018 Budget Amendment</b> A placeholder budget was adopted by the Board of Delegates on February 8, 2017 as required by CCOG Charter. This initial "placeholder" budget is developed prior to receiving information from various state and federal agencies. Amendment to the placeholder budget represents changes to reflect Federal and State grant allocations as of May 29, 2018 as well as contracts received and confirmed since the adoption of the budget. We will continue to update the budget as new allocations/funds are received from new business contracts or grants from state and federal agencies. The attached amendments are to replace the placeholder budget and previous amendments with current and up-to-date funding and expenditures. In general, this budget reflects an improving budget position compared to the same time last year.  <b>Action/Recommendation:</b> Approval by the Executive Board of the attached budget amendments.	Marsha Sutton
<b>Item 2</b> Pages 9 - 10	<b>Finance Committee Authorization</b> Since there is only one Board meeting in June and it is early in the month, final amendments may still be needed to the FY17-18 budgets. These budgets are amended to reflect current year revenues and expenditures. The North Carolina General Statutes require governmental entities have a balanced budget and expenditures not exceed the budget as approved by the Governing Body.  Management requests the Board allow the Finance Committee to meet and approve the final amended operating and pass-through budgets to reflect changes to revenue and expenditures for FY17-18. The final amended budgets as approved by the Finance Committee are to be presented to the Executive Board at the first scheduled Executive Board meeting after June 30, 2018.  <b>Action/Recommendation:</b> <i>I move to allow the Finance Committee to approve the final FY17-18 budget amendments for the annual operating and pass-through budgets on behalf of the Executive Board on or prior to June 30, 2018. The final amended budgets as approved by the Finance Committee are to be presented to the Executive Board at the first scheduled Executive Board meeting after June 30, 2018.</i>	Marsha Sutton
<b>Item 3</b> Pages 12 - 14	<b>Conflict of Interest Policy</b> This action is necessary to revise the current conflicts of interest guidelines and add a gift ban policy that meets or exceeds the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funding as required under 2 C.F.R. § 200.318(c)(1) and other funding sources in order to follow best procurement practices.	Marsha Sutton

# The Executive Board

## Agenda

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 9815 David Taylor Drive, Suite 100  
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Time	Item	Presenter
	<b>Action/Recommendation:</b> <i>Approval by the Executive Board of the attached revision to the Conflict of Interest Policy and the addition of a written Gift Ban Policy as required by 2 C.F.R. § 200.318(c)(1).</i>	
<b>Item 4</b> <a href="#">Pages 16 - 25</a>	<b>Purchasing Policy</b> This action is necessary to establish written procurement policies and procedures that meet or exceed the requirements under state law and local policies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funding as required under 2 C.F.R. § 200.318(c)(1) and other funding sources in order to follow best procurement practices.  <b>Action/Recommendation:</b> <i>Approval by the Executive Board of the attached Procurement Policies and Procedures as required by 2 C.F.R. § 200.318(c)(1).</i>	Marsha Sutton
<b>Item 5</b> <a href="#">Pages 27 - 30</a>	<b>Approval of the April 11, 2018 Executive Board Meeting Minutes</b> The minutes of the April 11, 2018 meeting have been distributed to all members of the Executive Board and should be approved if correct.  <b>Action/Recommendation:</b> <i>I move to approve the April 11, 2018 Executive Board Meeting minutes.</i>	Bill Feather
<b>Regular Business Items:</b>		
<b>6:40 p.m.</b> <b>Item 6</b> 15 minutes <a href="#">Pages 32 - 35</a>	<b>Federal Relations Update</b> The Executive Board will receive an update on CCOG's federal relations efforts, including an annual report from Strategics Consulting. The Board will also receive a proposal for renewal of CCOG's contract with Strategics.  <b>Action/Recommendation:</b> <i>Motion #1: I move that the CCOG Federal Relations Annual Report for 2017-2018 be accepted.</i>  <i>Motion #2: I move that the Executive Director be authorized to enter into a contract with Strategics Consulting for a one-year renewal of services for fiscal year 2018-19.</i>	Leslie Mozingo and Ron Smith
<b>6:55 p.m.</b> <b>Item 7</b> 10 minutes <a href="#">Pages 37 - 40</a>	<b>May 17<sup>th</sup> Regional Transit Summit Report Out</b> The Regional Transit Summit hosted local, regional and national transit leaders at an event to deepen the discussion on transit choice and planning in the Charlotte region. Through a partnership between the Centralina Council of Governments and the Metropolitan Transit Commission, the Regional Transit Summit evolved from the CONNECT Our Future dialogue aimed at building regional relationships and understanding local transit needs and opportunities. The Regional Transit Summit highlighted efforts to augment cross-jurisdictional cooperation and coordination, including the development of a Regional Transit Plan that provides a shared vision for near and long-term transit outside of Mecklenburg County, suited to each county's needs.  <b>Action/Recommendation:</b> <i>Receive as information and provide feedback and guidance.</i>	Michelle Nance
<b>7:05 p.m.</b> <b>Item 8</b> 10 minutes	<b>CCOG Conference Update</b> The Executive Board will receive a post-event report on the 2018 CCOG Regional Conference financials. The Board will also be asked to approve the recommended	Angel Stoy



## The Executive Board Agenda

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Centralina Council of Governments  
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Time	Item	Presenter
Pages 42 - 43	date and location for the 2019 Conference.  <b>Action/Recommendation:</b> <i>Motion to select Friday, March 8, 2019 as the date for the next CCOG Regional Conference and UNC Charlotte's Popp-Martin Student Union as the location for the event.</i>	
7:15 p.m. Item 9 5 minutes Page 45	<b>CCOG 50<sup>th</sup> Anniversary Update</b> The Executive Board will receive a brief report on planning activities for CCOG's 50th anniversary celebration.  <b>Action/Recommendation:</b> <i>Receive as information.</i>	Martha Sue Hall
7:20 p.m. Item 10 5 minutes Pages 47 - 52	<b>NC Association of Regional Councils of Government IntraRegional Agreements</b> The State COGs have traditionally assisted each other when in need of services that were not provided or available. This agreement would formalize those relationships and provide some structure to the arrangements. The development of this agreement was a recommendation of the North Carolina Association of Regional Councils of Governments (NCARCOG) and is in the process of being signed by all NC COGs.  <b>Action/Recommendation:</b> <i>Recommend approval of the attached agreement.</i>	Ron Smith
7:25 p.m. Item 11 10 minutes Pages 54 - 56	<b>Executive Board At-Large Membership</b> At the February 7, 2018 Board of Delegates Annual meeting, the Board approved a bylaws amendment allowing the Chair to appoint up to two at-large members to the Executive Board to serve a one-year term. The intent of the at-large membership is to increase regional diversity on the Executive Board. The Board Members will discuss and provide feedback on at-large membership with the understanding that the Chair will make the appointments.  <b>Action/Recommendation:</b> <i>For discussion purposes.</i>	Ron Smith
7:35 p.m. 5 minutes	<b>Comments from the Executive Board</b>	Board Members
7:40 p.m. 5 minutes	<b>Comments from the Chair</b>	Bill Feather
7:45 p.m. 5 minutes	<b>Comments from the Executive Director</b>	Ron Smith
7:50 p.m.	<b>Adjournment</b>	Bill Feather

Centralina Council of Governments complies with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. Centralina Council of Governments will make reasonable accommodations in all programs/services to enable participation by an individual with a disability who meets essential eligibility requirements. Centralina Council of Governments' programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation, please contact the Clerk to the Board, 9815 David Taylor Drive, Charlotte, NC 28262, phone (704) 348-2728. Please allow 72 hours advance notice for preparation. Visit our website: [www.centralina.org](http://www.centralina.org).



Centralina Council of Governments

## **Item 1**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 13, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b>	X	<b>Regular:</b>	
<b>Submitting Person:</b>	Marsha Sutton	<b>Presentation Time (est.):</b>	5 minutes			
<b>Presenter at meeting:</b>	Marsha Sutton	<b>Phone Number/Ext:</b>	704-348-2716			
		<b>Email:</b>	<a href="mailto:msutton@centralina.org">msutton@centralina.org</a>			
<b>Alternate Contact Person:</b>	Ron Smith	<b>Phone Number/Ext:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:rsmith@centralina.org">rsmith@centralina.org</a>			
<b>Submitting Department:</b>	Finance	<b>Department Head Approval:</b>				

**Board Expectation:** (*required action or responsibility expected from Board members*)

The required action from the Executive Board is approval of the budget amendments for the operating and grant budgets.

**Description of Agenda Item:**

As required by general statute, attached is an updated budget amendment for FY17-18 operating and grant budgets.

**Background & Basis of Recommendations:**

A placeholder budget was adopted by the Board of Delegates on February 8, 2017 as required by CCOG Charter. This initial “placeholder” budget is developed prior to receiving information from various state and federal agencies. Amendment to the placeholder budget represents changes to reflect Federal and State grant allocations as of May 29, 2018 as well as contracts received and confirmed since the adoption of the budget. We will continue to update the budget as new allocations/funds are received from new business contracts or grants from state and federal agencies. The attached amendments are to replace the placeholder budget and previous amendments with current and up-to-date funding and expenditures. In general, this budget reflects an improving budget position compared to the same time last year.

**Action / Recommendation:**

Approval by the Executive Board of the attached budget amendments.

<b>Time Sensitivity (none or explain):</b>	
<b>Budget Impact (if applicable):</b>	As indicated on attachments
<b>List of Attachments (if any):</b>	Operating and Grants Budget Amendments

Fiscal Year 2017 - 2018 Annual Operating Budget Amendment

ANTICIPATED REVENUES	FY2017-2018 Adopted <u>Budget</u>	2.7.2018 FY2017-2018 Budget <u>As of 1.22.2018</u>	3.14.2018 FY2017-2018 Budget <u>As of 2.26.2018</u>	4.11.2018 FY2017-2018 Budget <u>As of 3.26.2018</u>	5.09.2018 FY2017-2018 Budget <u>As of 4.23.2018</u>	6.13.2018 FY2017-2018 Budget <u>As of 5.29.2018</u>	
<b>Program Revenues</b>							
Restricted Intergovernmental Revenue	4,100,000	4,220,309	4,368,760	4,375,004	4,392,229	4,392,229	No Change
Technical Assistance Projects	550,000	660,664	691,343	743,486	743,486	743,736	Troutman Personnel Policy Review
Contracts and fees	18,000	18,000	18,000	18,000	18,000	18,000	No Change
Other Program Revenue	632,000	602,209	624,188	647,988	648,008	648,158	ToP Sponsorship
Transfers In/Out)	-	13,871	13,871	13,871	13,871	13,871	No Change
Fund Balance Appropriated	-	25,580	25,580	25,580	25,580	25,580	No Change
<b>Total Program Revenue</b>	<b>5,300,000</b>	<b>5,540,633</b>	<b>5,741,742</b>	<b>5,823,929</b>	<b>5,841,174</b>	<b>5,841,574</b>	
<b>Other Revenues</b>							
Member Dues Support	775,000	829,140	829,140	829,140	829,140	829,140	No Change
Interest and Other Revenue	146,000	278,708	280,528	293,528	300,704	304,579	Additional Workshop Revenue-Aging
<b>Total Other Revenues</b>	<b>921,000</b>	<b>1,107,848</b>	<b>1,109,668</b>	<b>1,122,668</b>	<b>1,129,844</b>	<b>1,133,719</b>	
<b>TOTAL ANTICIPATED REVENUES</b>	<b>6,221,000</b>	<b>6,648,481</b>	<b>6,851,410</b>	<b>6,946,597</b>	<b>6,971,018</b>	<b>6,975,293</b>	
<b>EXPENSE APPROPRIATIONS</b>							
Board and Executive Committee	145,000	106,160	106,160	106,160	106,160	106,160	No Change
Management and Business Operations	1,775,000	1,911,450	1,913,270	1,915,270	1,948,180	1,948,181	No Change
Information Technology Division	101,000	110,000	110,000	110,000	110,000	110,000	No Change
Community and Economic Development	770,000	819,480	839,659	868,159	868,159	868,159	No Change
Planning Department	1,700,000	1,764,763	1,846,242	1,899,185	1,899,185	1,899,585	Troutman PPReview, ToP Sponsorship
Area Agency on Aging	2,600,000	2,877,442	2,940,361	2,945,861	2,945,861	2,949,736	Additional Workshop Expenses
Workforce Development	1,000,000	909,186	945,718	951,962	976,363	976,363	No Change
Indirect Costs Representation	(1,870,000)	(1,850,000)	(1,850,000)	(1,850,000)	(1,882,890)	(1,882,891)	No Change
<b>TOTAL EXPENSE APPROPRIATIONS</b>	<b>6,221,000</b>	<b>6,648,481</b>	<b>6,851,410</b>	<b>6,946,597</b>	<b>6,971,018</b>	<b>6,975,293</b>	

## **Fiscal Year 2017-2018 Grant Projects Budget Amendment**

(1) This program does not have a lump sum authorization currently. It is authorized at .75 per meal. Current Authorization is an estimate. Due to the lack of a standard allotment and the high likelihood of additional funding a higher budget was established this year.



Centralina Council of Governments

## **Item 2**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 13, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b> <input checked="" type="checkbox"/> X <b>Regular:</b> <input type="checkbox"/>
<b>Submitting Person:</b>	Marsha Sutton	<b>Presentation Time (est.):</b>	N/A
<b>Presenter at meeting:</b>	Marsha Sutton	<b>Phone Number/Ext:</b>	(704) 348-2716
		<b>Email:</b>	<a href="mailto:msutton@centralina.org">msutton@centralina.org</a>
<b>Alternate Contact Person:</b>	Ron Smith	<b>Phone Number/Ext:</b>	(704) 348-2703
		<b>Email:</b>	<a href="mailto:rsmith@centralina.org">rsmith@centralina.org</a>
<b>Submitting Department:</b>	Finance	<b>Department Head Approval:</b>	
<b>Board Expectation:</b> ( <i>required action or responsibility expected from Board members</i> ) The required action from the Executive Board members is approval to delegate the Board's authority to approve the <b>final</b> FY17-18 budget amendments on or before June 30, 2018.			
<b>Description of Agenda Item:</b> <b><i>Executive Board approval to delegate Board's authority to the Finance Committee to approve the final Operating and Pass-through Budgets for Fiscal Year Ended June 30, 2018:</i></b> We recommend the Executive Board of Centralina COG approve delegating the Boards authority to approve the <b>final</b> FY17-18 budget amendments to the Centralina COG Annual Operating and Pass-through Budget Ordinances for the fiscal year ending June 30, 2018 to the Finance Committee.  Since there is only one Board meeting in June and it is early in the month, final amendments may still be needed to the FY17-18 budgets. These budgets are amended to reflect current year revenues and expenditures. The North Carolina General Statues require governmental entities have a balanced budget and expenditures not exceed the budget as approved by the Governing Body.  Management requests the Board allow the Finance Committee to meet and approve the <b>final</b> amended operating and pass-through budgets to reflect changes to revenue and expenditures for FY17-18. The <b>final</b> amended budgets as approved by the Finance Committee are to be presented to the Executive Board at the first scheduled Executive Board meeting after June 30, 2018.			
<b>Background &amp; Basis of Recommendations:</b> These budgets are adjusted when new grants are awarded, revised or any other additions or changes to funding sources or expenditures are received to ensure expenditures are appropriated prior to incurring the expenditure.			
<b>Action / Recommendation:</b> I move to allow the Finance Committee to approve the <b>final</b> FY17-18 budget amendments for the annual operating and pass-through budgets on behalf of the Executive Board on or prior to June 30, 2018. The <b>final</b> amended budgets as approved by the Finance Committee are to be presented to the Executive Board at the first scheduled Executive Board meeting after June 30, 2018.			
<b>Time Sensitivity (none or explain):</b>	The <b>final</b> amendments as approved by the Finance Committee to the current year operating and pass-through budgets must occur on or before June 30, 2018. Management will submit the <b>final</b> budget amendmets to the full Executive Board at the first scheduled Executive Board meeting after June 30, 2018.		



Centralina Council of Governments

<b>Budget Impact (if applicable):</b>	Because General Statute 159-8 requires operation under a balanced budget, this budget includes speculative revenue. This revenue is reviewed regularly, and the budget is adjusted to reflect more accurately the true anticipated revenue while insuring that all expenditures are budgeted before being appropriated.
<b>List of Attachments (if any):</b>	None



Centralina Council of Governments

### **Item 3**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 13, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b>	X	<b>Regular:</b>	
<b>Submitting Person:</b>	Marsha Sutton	<b>Presentation Time (est.):</b>	N/A			
<b>Presenter at meeting:</b>	Marsha Sutton	<b>Phone Number/Ext:</b>	(704) 348-2716			
		<b>Email:</b>	<a href="mailto:msutton@centralina.org">msutton@centralina.org</a>			
<b>Alternate Contact Person:</b>	Ron Smith	<b>Phone Number/Ext:</b>	(704) 348-2703			
		<b>Email:</b>	<a href="mailto:rsmith@centralina.org">rsmith@centralina.org</a>			
<b>Submitting Department:</b>	Finance	<b>Department Head Approval:</b>				

### **Board Expectation:** (*required action or responsibility expected from Board members*)

The required action for the Executive Board is approval of the revised Conflict of Interest Policy and approval of the Gift Ban Policy.

### **Description of Agenda Item:**

#### ***Executive Committee Board approval of the revised Conflict of Interest and Gift Ban Policy:***

This action is necessary to revise the current conflicts of interest guidelines and add a gift ban policy that meets or exceeds the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funding as required under 2 C.F.R. § 200.318(c)(1) and other funding sources in order to follow best procurement practices.

### **Background & Basis of Recommendations:**

Since December of 2014, the Office of Budget and Management has been trying to implement procurement requirements. These requirements will become effective for all local governments including Centralina July 1, 2018. As such we are required under the Uniform Guidance Procurement Standards to have a Conflict of Interest Policy and a Gift Ban Policy in writing. We currently have a Conflict of Interest Policy; however, it needed some revisions in order to comply with the new requirements. We also have included a written Gift Ban Policy which applies to all of our employees, officers and agents engaged in the selection, award, and administration of contracts.

### **Action / Recommendation:**

Approval by the Executive Board of the attached revision to the Conflict of Interest Policy and the addition of a written Gift Ban Policy as required by 2 C.F.R. § 200.318(c)(1).

<b>Time Sensitivity (none or explain):</b>	Policy must be in place by July 1, 2018.
<b>Budget Impact (if applicable):</b>	This is a revision to current Conflict of Interest policy and does not of itself have budget implications.
<b>List of Attachments (if any):</b>	Revised Conflict of Interest and Gift Ban Policy

# **CENTRALINA COUNCIL OF GOVERNMENTS**

## **CONFLICT OF INTEREST AND GIFT BAN POLICY**

### **FOR FEDERAL AND OTHER FUNDING SOURCES**

#### **I. Purpose**

The purpose of this policy is to revise the established conflicts of interest guidelines and add a gift ban policy that meets or exceeds the requirements under state law and local policy when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal as required under 2 C.F.R. § 200.318(c)(1) and other funding sources to follow best procurement practices.

#### **II. Policy**

This policy applies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects funded in part or whole with federal financial assistance (direct or reimbursed) as well as other funding sources. This policy also applies to any CCOG subrecipient of the funds.

The employee responsible for managing the federal financial assistance award or other contracted projects shall review the notice of award or contract to identify any additional conflicts of interest prohibitions or requirements associated with the award or contract, and shall notify all employees, officers, and agents, including subrecipients, of the requirements of this policy and any additional prohibitions or requirements.

**A. Conflicts of Interest.** In addition to the prohibition against self-benefiting from a public contract under G.S. 14-234, no officer, employee, or agent of Centralina Council of Governments or its component units may participate in the selection, award, or administration of a contract supported by a federal award or other contract if he or she has a real or apparent conflict of interest. A real or apparent conflict exists when any of the following parties has a financial or other interest in or receives a tangible personal benefit from a firm considered for award of a contract:

1. the employee, officer, or agent,
2. any member of his or her immediate family,
3. his or her partner, or
4. an organization which employs or is about to employ any of these parties.

Any officer, employee, or agent with an actual, apparent, or potential conflict of interest as defined in this policy shall report the conflict to his or her immediate supervisor. Any such conflict shall be disclosed in writing to the federal award agency, pass-through entity, or party to the contract in accordance with applicable Federal awarding agency policy or contract requirements.

**B. Gifts.** In addition to the prohibition against accepting gifts and favors from vendors and contractors under G.S. 133-32, officers, employees, and agents of Centralina Council of Governments or its component units are prohibited from accepting or soliciting gifts, gratuities, favors, or anything of monetary value from contractors, suppliers, or parties to subcontracts. Items of nominal value such as promotional items, honorariums for participation in meetings, and meals furnished at banquets may be accepted. Any officer,

employee or agent who knowingly accepts an item of nominal value shall report the item to his or her immediate supervisor.

**III. Violation**

Employees violating this policy will be subject to discipline up to and including termination. Contractors violating this policy will result in termination of the contract and may not be eligible for future contract awards.



Centralina Council of Governments

## **Item 4**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 13, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b>	X	<b>Regular:</b>	
<b>Submitting Person:</b>	Marsha Sutton	<b>Presentation Time (est.):</b>	N/A			
<b>Presenter at meeting:</b>	Marsha Sutton	<b>Phone Number/Ext:</b>	(704) 348-2716			
		<b>Email:</b>	<a href="mailto:msutton@centralina.org">msutton@centralina.org</a>			
<b>Alternate Contact Person:</b>	Ron Smith	<b>Phone Number/Ext:</b>	(704) 348-2703			
		<b>Email:</b>	<a href="mailto:rsmith@centralina.org">rsmith@centralina.org</a>			
<b>Submitting Department:</b>	Finance	<b>Department Head Approval:</b>				
<b>Board Expectation:</b> ( <i>required action or responsibility expected from Board members</i> )						
The required action for the Executive Board is approval of the attached Procurement Policies and Procedures.						
<b>Description of Agenda Item:</b>						
<b><i>Executive Committee Board approval of the revised Conflict of Interest and Gift Ban Policy:</i></b>						
This action is necessary to establish written procurement policies and procedures that meet or exceed the requirements under state law and local policies when procuring goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects paid for in part or whole by federal funding as required under 2 C.F.R. § 200.318(c)(1) and other funding sources in order to follow best procurement practices.						
<b>Background &amp; Basis of Recommendations:</b>						
Since December of 2014, the Office of Budget and Management has been trying to implement procurement requirements. These requirements will become effective for all local governments including Centralina on July 1, 2018. As such, we are required under the Uniform Guidance Procurement Standards to have Procurement Policies and Procedures in writing. The policies and procedures within this document apply to all our employees, officers and agents engaged in the selection, award, and administration of contracts.						
<b>Action / Recommendation:</b>						
Approval by the Executive Board of the attached Procurement Policies and Procedures as required by 2 C.F.R. § 200.318(c)(1).						
<b>Time Sensitivity (none or explain):</b>	Policy must be in place by July 1, 2018.					
<b>Budget Impact (if applicable):</b>	These Procurement Policies and Procedures do not have budget implications.					
<b>List of Attachments (if any):</b>	Procurement Policies and Procedures					

# **CENTRALINA COUNCIL OF GOVERNMENTS PROCUREMENT POLICIES AND PROCEDURES FOR FEDERAL AND OTHER FUNDING SOURCES**

## **I. Purpose**

The purpose of this policy is to establish guidelines that meet or exceed the procurement requirements for the purchase of goods (apparatus, supplies, materials, and equipment), services, and construction or repair projects when any Centralina or federal funds are being used in whole or in part to pay for the cost of a contract.

## **II. Policy**

- A. Application of Policy.** This policy applies to contracts for purchases, services, and construction or repair work funded with any Centralina funds, particularly, federal financial assistance (direct or reimbursed) which includes, but is not limited to, direct grants, USDA grants and loans, CDBG funds, FEMA disaster assistance grants, and the Highway Planning, Research, and Construction Program. The requirements of this Policy also apply to any subrecipient of the funds.

All Centralina and federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

- B. Compliance with Federal Law.** All procurement activities involving the expenditure of Centralina and federal funds must be conducted in compliance with the Procurement Standards codified in 2 C.F.R. §200.317 through §200-326 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds. Centralina will follow all applicable local, state, and federal procurement requirements when expending all funds. Should Centralina have more stringent requirements, the most restrictive requirement shall apply so long as it is consistent with state and federal law.

- C. Contract Award.** When bids are required by law, or otherwise solicited by Centralina, all contracts shall be awarded only to the lowest responsive responsible bidder possessing the ability to perform successfully under the terms and conditions of the contract. Consideration shall be given to contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

- D. No Evasion.** No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this policy or state and federal law.

- E. Contract Requirements.** All contracts paid for in whole or in part with Centralina or federal funds shall be in writing. The written contract must include or incorporate by reference the provisions required under 2 C.F.R Section § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.

**F. Contractor's Conflict of Interest.** Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such requirements.

**G. Approval and Modification.** The Administrative procedures contained in the Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.

### **III. Procedures:**

**General:** The administrative procedures contained within this policy are administrative and may be changed as necessary at staff level to comply with the federal Procurement Standards within this Policy. However, any policy changes must be approved by the governing body prior to becoming effective.

All contracts procured shall be in accordance with the requirements of this Section of the Policy.

#### **General Procurement Standards and Procedures:**

- A. Necessity.** Purchases ***must be necessary*** to perform the scope of work and must avoid acquisition of unnecessary or duplicative items (no stock-piling). Prior to any purchase a review for federal, state or local surplus property agency should be performed prior to buying *new* items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
- B. Clear Specifications.** All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.
- C. Notice of Federal Funding.** All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.
- D. Compliance by Contractors.** All solicitations should inform prospective contractors that they will need to comply with all applicable federal laws, regulations, executive orders, FEMA requirements, and any other terms and conditions of the funding award.
- E. Fixed Price.** Solicitations must state that the bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts are *prohibited*. Time and materials contracts are prohibited *in most circumstances*. Time and Materials (Cost-Plus) contracts will not be used unless no other form of contract is suitable and the contract includes a "Not to Exceed" amount. A Time and materials contract shall not be awarded without the express written permission of the federal agency or state pass-through agency that awarded the funds.
- F. Use of Brand Names.** When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how to reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to

write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and “or equal” must be included in the description.

- G. **Lease versus Purchase.** Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economical approach. Note: This comparison is necessary for most FEMA financial assistance programs following an emergency or major disaster declaration.
- H. **Dividing Contract for M/WBE Participation.** If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises. The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.
- I. **Documentation.** Documentation must be maintained by Centralina detailing the history of all procurements. The documentation should include procurement method used, contract type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor’s responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.
- J. **Cost Estimate.** For all procurements costing \$150,000 or more, Centralina shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer.
- K. **Contract Requirements.** The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II. C. “Contract Award” of this Policy.
- L. **Debarment.** No contract shall be awarded to a contractor included on the federally debarred bidder’s list. Prior to preparing the contract, Centralina must verify that the contractor is not on the federally debarred bidder’s list.
- M. **Contractor Oversight.** The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.
- N. **Open Competition.** Solicitations shall be prepared in a way to be fair and provide open competition. Centralina shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding; specifying a brand name without allowing for “or equal” products, or other unnecessary requirement that have the effect of the restricting competition.
- O. **Geographic Preference.** No contract shall be awarded on the basis of a geographic preference.
- P. **Pre-Qualification.** If time allows, contractors for construction and repair projects will be prequalified. Protests for denial of prequalification will be addressed by and to Centralina’s Executive Director.

**Q. Protests and Disputes.** Bid protests and disputes will be addressed by and to Centralina's Executive Director.

#### **IV. Specific Procurement Procedures**

Bids shall be solicited in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

##### **Purchase Contracts**

###### **Service Contracts (except for A/E professional services)**

###### **Construction/Repair/Facility Improvement/Renovation**

**Up to Micro-purchase threshold as defined in 2 C.F.R. 200.67 (\$3,500 as of 3/21/2017):**

Shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. §200.320(a))

##### **Procedures are as follows:**

- No bidding is required
- Price must be considered fair and reasonable
- To the extent practicable, purchases must be distributed among qualified suppliers
- Contract must be in writing (this could be in the form of a purchase order)

##### **Purchase Contracts**

###### **Service Contracts (except for A/E Professional Services)**

**\$3,500 up to \$90,000:**

Shall be procured using the Uniform Guidance "small-purchase" procedure (2 C.F.R. §200.320(b))

##### **Procedures are as follows:**

- Cost or price analysis is NOT required prior to soliciting bids
- Obtain **written** price quotes from an adequate number of suppliers or sources (which shall not be less than two (2) quotes)  
Check specific grant as some agencies may require more than two (2) quotes
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. §200.321
- Award contract as a Fixed Price. A Not to Exceed basis is permissible for service contracts only where obtaining a fixed price is not feasible.
- Award to lowest responsive, responsible bidder
- Contract must be in writing (purchase contracts may be in the form of a purchase order; service contracts and construction repair require use of contract template)
- **Cannot** use a cooperative purchasing program as an Exception to the Bidding

###### **Service Contracts (\$90,000 up to \$150,000)**

###### **Purchase Contracts (\$90,000 and above)**

Shall be procured using a combination of the most restrictive requirements of the Uniform Guidance "Sealed Bid" procedure (2 C.F.R. §200.320(c)), state formal bidding procedures (G.S. 143-129) or Centralina's guidelines.

##### **Procedures are as follows:**

- Cost or price analysis is required prior to soliciting bids
- Complete specifications or purchase description must be available to all bidders

- Public Advertisement: (Electronic Advertising is authorized)
  - Legal notice must reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
- Solicit from adequate number of known suppliers
- Bids must be submitted sealed
- Public Bid Opening
- Must have two (2) sealed bids submitted
- Bids may only be rejected for “sound documented reasons”
- Award contract as a fixed-price. A Not to Exceed basis is permissible for *service contracts only* where obtaining a fixed price is not feasible.
- Award to lowest, responsive, responsible bidder
- Contract must be in writing (purchase contracts may be in the form of a purchase order; service contracts and construction repair require use of contract template)
- **Cannot** use a cooperative purchasing program as an Exception to the Bidding
- Governing board approval is not required (per local policy, governing board has delegated award authority to Executive Director)

### **Service Contracts (except for A/E Professional Services)**

#### **\$150,000 and above**

Shall be procured using the Uniform Guidance “competitive proposal” procedure (2 C.F.R. § 200.320(d)) when the “sealed bid” procedure is not appropriate for the particular type of service being sought.

*Note: RFP's (Competitive Proposals) can **only** be used when conditions are not appropriate for the use of sealed bids such as service contracts. This can be used for all types of contracts \$150,000 and over.*

#### **Procedures are as follows for *competitive proposal* method:**

- Publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an “adequate number” of qualified firms.
- Solicit from adequate number of qualified firms
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
- Identify evaluation criteria and relative importance of each criteria (criteria weight) in the RFP.
- All responses must be considered to the maximum extent practical.
- Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.
- Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP.
- Governing board approval is required per local policy for contracts using local funds of \$50,000 or more and for contracts using federal or state funds over \$200,000 or more.
- Award the contract on a fixed-price or cost-reimbursement basis
- Must have written contract with federal contract provisions included
- **Cannot** use a cooperative purchasing program as an Exception to the Bidding

## **Construction/Repair/Facility Improvement/Renovation**

### **\$3,500 up to \$150,000:**

Shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(b))

#### **Procedures are as follows:**

- Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
- Obtain written price quotes from an adequate number of suppliers or sources (typically means two (2) however, verify with granting agency)
- Award Contract on a fixed-price or not to exceed basis
- Award to lowest responsive, responsible bidder
- Governing Board approval is not required
- Must have written contract with federal contract provisions included

## **Construction/Repair/Facility Improvement/Renovation**

### **\$150,000 up to \$500,000:**

Shall be procured using the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c))

#### **Procedures are as follows:**

- Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
- Complete specifications must be made available to all bidders
- Public Advertisement: Advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained
- Solicit from adequate number of known suppliers
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
- Bids must be submitted sealed
- Public Bid Opening
- Must have two (2) sealed bids submitted prior to opening
- 5% Bid Bond (a bid that does not contain a bid bond cannot be counted toward the two (2) bid requirement)
- Performance and Payment Bonds for 100% of contract price
- Bids may only be rejected for “sound *documented* reasons”
- Contract awarded on firm-fixed price basis
- Award to lowest responsive, responsible bidder
- Must have written contract with federal contract provisions included
- Governing Board approval is not required under \$200,000; however, is locally required for contracts over \$200,000.

\* Building Projects over \$300,000 – See Notes on next page

**Note: Construction or repair contracts involving a building \$300,000 and above must also include:**

1. Formal HUB (historically underutilized business) participation required under G.S. 143-128.2, including local government outreach efforts and bidder good faith efforts shall apply.
2. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
3. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).

**Construction/Repair/Facility Improvement/Renovation**

**\$500,000 and above:**

Shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)), state formal bidding procedures (G.S. 143-129) or Centralina’s guidelines.

**Procedures are as follows:**

- Cost or price analysis is required prior to soliciting bids (this cost estimate may be provided by the project designer).
- Complete specifications must be made available to all bidders
- Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. 143-128(a).
- The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. 143-129(a1).
- Public Advertisement: (Electronic Advertising is authorized)
  - Legal notice must reserve to the governing board the right to reject any or all bids only for “sound documented reasons.”
- Solicit from adequate number of known suppliers
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as required under 2 C.F.R. § 200.321.
- Good Faith MBE Requirements/Affidavits must be submitted
- Bids must be submitted sealed and in paper form.
- Public Bid Opening
- Must have three (3) sealed bids submitted before opening
- 5% Bid Bond (a bid that does not contain a bid bond cannot be counted toward the three (3) bid requirement)
- Performance and Payment Bonds for 100% of contract price
- Bids can only be rejected for “sound documented reasons”
- Contract awarded on firm-fixed Price basis
- Award to lowest, responsive, responsible bidder
- Must have written contract with federal contract provisions included
- Governing Board approval is required (cannot be delegated)
- Governing board may reject and all bids only for “sound documented reasons.”

## **Professional Services (Architectural and Engineering Services)**

### **Under \$150,000**

Shall be procured using the state “Mini-Brooks Act” requirements (G.S. 143-64.31)

#### **Procedures are as follows:**

- Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms
- Advertisement: Solicit only - Newspaper is not required.
- Price (other than unit cost) shall not be solicited in the RFQ.
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
- Evaluate the qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department.
- State licensure requirements apply
- Rank respondents based on qualifications and select the best qualified firm.
- Price cannot be a factor in the evaluation.
- Preference may be given to in-state (but not local) firms.
- Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successfully, repeat negotiations with the second-best qualified firm.
- Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated.
- Must be a fixed price or not to exceed contract type for services
- Governing board approval is not required.
- Must have written contract with federal contract provisions included

## **Professional Services (Architectural and Engineering Services)**

### **\$150,000 and over**

Shall be procured using the Uniform Guidance “**competitive proposal**” procedure (2 C.F.R. § 200.320(d)(5))

#### **Procedures are as follows:**

- Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms
- Advertisement: Solicit only - Newspaper is not required).
- Price (other than unit cost) shall not be solicited in the RFQ.
- Take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
- Identify the evaluation criteria and relative importance of each criteria (the criteria weight) in the RFQ.
- Proposals must be solicited from an “adequate number of qualified sources” (an individual federal grantor agency may issue guidance interpreting “adequate number”).
- Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.
- Consider all responses to the publicized RFQ to the maximum extent practical.
- Evaluate qualifications of respondents based on the evaluation criteria developed by the Purchasing Department and/or Requesting Department
- Rank respondents based on qualifications and select the most qualified firm.

- Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.
- Price cannot be a factor in the initial selection of the most qualified firm.
- Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successful, repeat negotiations with the second-best qualified firm.
- Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated.
- State licensure requirements apply
- Must be a fixed price or not to exceed contract type for services
- Governing board approval is not required if under \$200,000; however, is locally required if over \$200,000.
- Must have written contract with federal contract provisions included

**Note1: Geographic preference can be given (in-state) as long as there is an appropriate number of qualified firms given the size of the project**

**Note 2: RFQ process cannot be used for general consulting services or other services not defined by state law or PDAT Supplement, Section V-15 even if those services can be performed by an architectural or engineering firm.**

## **V. Exceptions**

Non-competitive contracts are allowed **only** under the following conditions and with the written approval of the federal agency or state pass-through agency that awarded the federal funds:

- A. Sole Source.** A contract may be awarded without competitive bidding when the item is available from only one source. The Requesting Department shall document the justification for and lack of available competition for the item. A sole source contract must be approved by the governing board.
- B. Public Exigency.** A contract may be awarded without competitive bidding when there is a public exigency. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.
- C. Inadequate Competition.** A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.
- D. Federal Contract.** A contract may be awarded without competitive bidding when the purchase is made from a federal contract available on the U.S. General Services Administration schedules of contracts.
- E. Awarding Agency Approval.** A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass-through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.



Centralina Council of Governments

## **Item 5**



## Executive Board Minutes

### April 11, 2018

Officers Present	Delegates Present	Delegates Not Present	Centralina Staff
Bill Feather, Chair Bobby Compton, Vice Chair Bill Lawhon, Treasurer Jarvis Woodburn, Secretary	John Crump Larken Egleston Martha Sue Hall Lynn Shue Nick Walsh  <i>Via phone</i> Gene Houpe	Frank Aikmus Trevor Fuller Michael Johnson Jay McCosh Brent Moser Martin Oakes Tim Smith Ronnie Worley	Debi Lee Mike Manis Linda Miller Ron Smith Marsha Sutton Kelly Weston Venecia White  <i>Guests</i> Leslie Mozingo

#### Call to Order

Chairman Bill Feather, Town of Granite Quarry, called the meeting to order. He noted that a quorum was present.

#### Amendments to the Agenda

There were no amendments to the agenda.

Mayor Pro Tem Martha Sue Hall, City of Albemarle, made a motion to approve the agenda as presented. Secretary Jarvis Woodburn, Anson County, seconded the motion and it carried unanimously.

#### Consent Items

1. FY2017-2018 Budget Amendment
2. Deputy Finance Officers
3. CCOG Personnel Manual Updates
4. Approval of the January 10, 2018 Executive Board Meeting Minutes
5. Approval of the March 14, 2018 Executive Board Meeting Minutes

Mayor Pro Tem Hall made a motion to approve the Consent Agenda. Secretary Woodburn seconded the motion and it carried unanimously.

#### **6. Federal Relations Update**

Leslie Mozingo, Strategics Consulting, reported that during recent visits to Washington, DC for the National League of Cities and the National Association of Counties meetings, CCOG Delegates distributed 22 packets of information to the region's Congressional delegation.

Vice Chair Bobby Compton, Town of Mooresville, noted that he has found more success meeting with members of the House of Representatives than members of the US Senate. He added that he and Chairman Feather have met with Representative Ted Budd.

Commissioner Lynn Shue, Cabarrus County, agreed that he has seen the most impact in meeting with members of the House of Representatives, adding that he has attended meetings with Representative Richard Hudson.

Ms. Mozingo also reported that CCOG has resubmitted an earlier request for appropriations language that emphasizes regional collaboration and identifies regional councils as eligible for competitive grants. She added that Representatives Adams, Hudson, and Pittenger supported the request for this language. She also noted that the CCOG Grants News and Grants Forecast were distributed today. She added that update included grant funds for addressing opioid abuse in communities and for Water Infrastructure Finance and Innovation Act loans.

Ron Smith, Executive Director, suggested that in addition to federal relations, the Executive Board begin discussing relations with the region's state legislative delegation as well. He noted that there has been a proposal to reorganize County Departments of Social Services across the state. He added that there is an opportunity for the Executive Board members to have more engagement with state legislators to discuss the impact these issues will have on the region.

Council Member Larken Egleston, City of Charlotte, made a motion that the Executive Board accept the Strategics Consulting Performance Report for March – April 2018. Commissioner Shue seconded the motion and it carried unanimously.

## **7. Merit-Based Salary Adjustment Forecast**

Mr. Smith presented Items 7 and 8 together. He explained that CCOG has had a merit increase every year since 2012. He recommends a 2.5% merit adjustment for FY 2019. Employees receive individual performance evaluations and can achieve up to a 3% salary increase based on their performance. The 2.5% adjustment will establish a pool departments may draw from to apply those increases. This adjustment will have a \$68,500 budget impact, with \$53,000 reimbursable by grant revenues. Only \$15,500 would be funded by non-grant revenues. If the 2.5% adjustment is not applied, the \$15,500 would go into fund balance, which he added is a small amount compared to staff morale.

## **8. Pay and Classification Study Update**

Mr. Smith explained that CCOG was approved to conduct a pay and classification study to compare positions to the organization's market. This market includes all of the counties and municipalities in the region, the large COGs in the state, and other COGs around the country. The overarching result of the study was that CCOG pays its staff very competitively. Six of the organization's 46 employees are recommended to receive an increase because of their position. That increase will total \$28,900, with \$23,400 of that amount funded by grants and \$5,500 funded by non-grant revenues. Mr. Smith added that if the Executive Board approves the proposed increase, he would like to apply the increase to the current fiscal year, which will have a budget impact of \$6,500. He noted that the cumulative impact of the merit and pay and classification adjustments will be \$111,000.

In response to a question from Council Member Egleston, Mr. Smith noted that the organization will want to continue conducting pay and classification studies periodically. He added that as long as the organization maintains a 2.5% merit increase, salaries should remain where they should be.

Commissioner Gene Houpe, Iredell County, made a motion to approve the provision of merit increases with a total pool of 2.5% of salaries based on employee evaluation results and to approve the pay and classification study increases. Vice Chair Compton seconded the motion.

Mayor Pro Tem Hall expressed concern about providing raises for CCOG staff while not being able to provide raises to staff in her community.

In response to a question from Vice Chair Compton, Venecia White, Human Resources Officer, explained that the organization experienced salary compression issues after a four to five year gap in which there were no merit adjustments.

The motion carried unanimously.

## **9. CCOG Conference Update**

Kelly Weston, Clerk to the Board, reported that over 180 people have registered for tomorrow's CCOG Conference. Although online registration has closed, attendees may still register onsite. CCOG has received over \$32,000 in sponsorship commitments from 25 sponsors and supporters. There will be a post-Conference report at the May Board of Delegates meeting. The Executive Board will be asked to approve a recommended date for the 2019 CCOG Conference at the Board's June meeting.

### **Comments from the Executive Board**

There were no comments from the Executive Board.

### **Comments from the Chair**

Chairman Feather reported that the Regional Transit Summit will be held on Thursday, May 17<sup>th</sup> at UNC Charlotte's Main Campus. CCOG staff emailed information about the event to the Board of Delegates this week. There is no cost to register.

He also reported that CCOG is partnering with Charlotte Douglas International Airport on the Charlotte Aviation Academy, which is designed to help participants better understand the airport and its contributions to the community. The cost for public sector participants is \$450 and applications are due June 1.

Chairman Feather reported that he has received one nomination from a Statesville City Council Member for an at-large membership appointment to the Executive Board. He expressed concern about having additional representation from Statesville.

The Executive Board Members discussed criteria for selecting at-large members.

Commissioner Houpe made a motion to table discussion of at-large membership until the Executive Board's next meeting. Council Member Egleston seconded the motion.

Commissioner Compton suggested the Executive Board use the CCOG Conference as an opportunity to identify individuals to recruit for the at-large positions.

The motion carried unanimously.

### **Comments from the Executive Director**

Mr. Smith presented a financial statement to the Executive Board and added that the Board will begin receiving financial reports on a monthly basis. He noted that Treasurer Lawhon has made suggestions for clarifying the report.

In response to Mayor Pro Tem Hall's question, Marsha Sutton, Finance Director, noted that she would like for CCOG to maintain at least six months of fund balance for the organization's financial health.

Mr. Smith also reported that CCOG participated in a joint meeting of the Charlotte Regional Transportation Planning Organization and the Gaston Cleveland Lincoln Metropolitan Planning Organization on April 4<sup>th</sup> and the meeting received positive feedback from attendees.

He also noted that he will present a 50<sup>th</sup> anniversary proclamation to the Iredell County Commissioners at their meeting on April 17<sup>th</sup>.

Mr. Smith added that he met with staff to discuss legal services and will target attorneys to solicit letters of interest. He noted that he will also meet with retiring CCOG attorney Bill McNair in the coming weeks.

Mayor Pro Tem Hall asked the Executive Board to save the date of Friday, November 30<sup>th</sup> for the Region of Excellence Awards Luncheon, which will be the culmination of CCOG's 50<sup>th</sup> anniversary celebration.

**Adjournment**

With no further business to be discussed, Chairman Feather adjourned the meeting at 7:29 p.m.

Centralina Council of Governments complies with the Americans with Disabilities Act (ADA), which prohibits discrimination on the basis of disability. Centralina Council of Governments will make reasonable accommodations in all programs/services to enable participation by an individual with a disability who meets essential eligibility requirements. Centralina Council of Governments' programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation, please contact the Clerk to the Board, 9815 David Taylor Drive, Charlotte, NC 28262, [kweston@centralina.org](mailto:kweston@centralina.org) or phone (704) 348-2728. Please allow 72 hours advance notice for preparation. Visit our website: [www.centralina.org](http://www.centralina.org).



Centralina Council of Governments

## **Item 6**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 13, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b>	<b>Regular:</b>	x
<b>Submitting Person:</b>	Ron Smith	<b>Presentation Time (est.):</b>	15 minutes		
<b>Presenter at meeting:</b>	Ron Smith	<b>Phone Number/Ext:</b>	704-348-2703		
		<b>Email:</b>	<a href="mailto:rsmith@centralina.org">rsmith@centralina.org</a>		
<b>Alternate Contact Person:</b>	n/a	<b>Phone Number/Ext:</b>			
		<b>Email:</b>			
<b>Submitting Department:</b>	Administration	<b>Department Head Approval:</b>			
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>					
The Executive Board will receive an update on CCOG's Federal Relations efforts, including reports from Strategics Consulting. The Board will also consider renewing CCOG's contract with Strategics Consulting.					
<b>Description of Agenda Item:</b>					
The Executive Board will receive an update on CCOG's federal relations efforts, including an annual report from Strategics Consulting.					
The Executive Board will also receive a proposal for renewal of CCOG's contract with Strategics Consulting.					
<b>Background &amp; Basis of Recommendations:</b>					
Since 2015, the Executive Board has approved entering into an annual contract with Strategics Consulting to provide federal relations consulting services. The purpose of the contract has been to support CCOG's goal of enhancing relationships between Delegates and the region's Congressional Delegation, as well as between CCOG staff and Congressional staff. The current contract runs from July 1, 2017 to June 30, 2018. As previously requested by the Executive Board, Ms. Mozingo has been reporting on specific federal relations performance measures and opportunities for advocacy at the federal level at each Executive Board meeting.					
<b>Action / Recommendation:</b>					
Motion #1: <i>I move that the CCOG Federal Relations Annual Report for 2017-2018 be accepted.</i>					
Motion #2: <i>I move that the Executive Director be authorized to enter into a contract with Strategics Consulting for a one-year renewal of services for fiscal year 2018-19.</i>					
<b>Time Sensitivity (none or explain):</b>	The current contract with Strategics Consulting expires June 30, 2018.				
<b>Budget Impact (if applicable):</b>	\$42,000				
<b>List of Attachments (if any):</b>	<ul style="list-style-type: none"><li>• CCOG Federal Relations Annual Report 2017-2018</li><li>• Strategics Services Proposal for FY18-19</li></ul>				

## CCOG Federal Relations

### ANNUAL REPORT 2017 - 2018

It has been another good year of advocacy as we continue to move Centralina Council of Governments (CCOG) up the scale in importance to, and awareness with, Members of Congress and the federal agencies. CCOG has developed and is maintaining a better-known reputation as a trusted source of information and a key player in regional affairs of interest to the federal government.

The following are some of the key highlights from the last year:

- ✓ Organized very productive meetings with Congressman Ted Budd, Senator Thom Tillis' regional representative and Congressman Richard Hudson. Coordinated with CCOG designated team leaders to cover the meetings; prepared customized talking points for attendees; held conference calls to prepare attendees; prepared briefing packets; communicated issues and attendees bios with congressional staff, as well as reply to questions and inquiries, in advance of the meetings; attended meetings; provided follow-up after the meetings; and prepared memos detailing the meetings for the Board. Congressman Hudson highlighted the CCOG meeting and the organization's benefits in his weekly report to constituents.
- ✓ Continued to follow the FY18 Appropriations Report Language to give more attention to regional councils and regional collaboration throughout the process to ensure it was adopted by Committees.
- ✓ Recommended and worked to confirm James Ray, Special Counsel on Infrastructure to the U.S. Department of Transportation Secretary Elaine Chao. (As a result of this interaction, Mr. Ray has agreed to a separate meeting with CCOG management and staff to further explore ways he can help the region meet its transportation needs.)
- ✓ Successfully resubmitted Appropriations Report Language request for FY19, gaining quick and favorable responses from U.S. Representatives Robert Pittenger, Richard Hudson and Alma Adams to the House Appropriations Subcommittees on Transportation-HUD, Agriculture-Rural Development, and Energy-Water.
- ✓ Helped to ignite new interest by the Region 4 Brownfields Director to work directly with CCOG on improving the organization's application for regional assessments,
- ✓ Participated in grants workshops for CCOG members, free of charge, at capacity and consistently receiving "excellent" ratings in end-of-the-workshop questionnaires regarding content and effectiveness of the workshops. (As requested, discussions are underway for an intermediate and/or advance day long workshop as a next level installment of this popular series.)
- ✓ Prepared talking points and briefing packets for members attending DC conferences and meetings on Capitol Hill with Members of Congress, which resulted in a new record of 22 packets on CCOG initiatives delivered to congressional offices.
- ✓ Assisted County member with addressing an urgent public facility contamination issue that brought together local, state and federal decision makers. It is estimated that this pending solution could save the County \$500,000 or more.

Although this list is not all inclusive, it is indicative of the growing relationships with federal agencies and Members of Congress. The progress in the last year is also evident by the participation of congressional offices in CCOG organized meetings, such as the Regional Transit Engagement Series and the Annual Conference. Additionally, in between these highlights were efforts to assist with growing membership in CCOG; monthly updates on grants available to local governments; quarterly updates on impending grants forecasted; participation in federal agency webinars; arranging calls between CCOG and federal agency

officials; evaluation of feedback on previously unsuccessful applications and making recommendations for improvement; participation in debriefing calls; advice on grant programs and applications; and frequent strategic advice, expertise, political contacts, and technical assistance to CCOG management and staff.

With the Trump Administration now well into its second year, new policies and the potential for new programs, as well as new threats to cuts in funding in the programs on which CCOG and its members rely, are ongoing. For example, the Administration released its Infrastructure Plan, but until Congress acts on comparable legislation, the Administration has begun to instill many of those principles into the discretionary grants process. Strategics Consulting is following all of this very closely and reporting regularly to the Executive Director and staff.

Despite all of the good news to report, I strongly believe there is always room for improvement and not only welcome, but encourage, any suggestions you have that will help me serve you and your constituents better.

Thank you for the opportunity to represent Centralina Council of Governments in your federal relationships and for the time you have spent on these efforts. I remain personally committed to make any year that you entrust in me better than the last.

Respectfully,



Leslie C. Mozingo  
Owner and CEO  
(202) 255-5760  
[leslie@strategics.consulting](mailto:leslie@strategics.consulting)

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**Exhibit D-2**  
**SERVICES PROPOSAL**  
**June 13, 2018**

Strategies Consulting will continue to provide federal relations consulting services to advance CCOG's priorities as follows:

- Congressional & Federal Agency Relationship-building & lobbying:
  - Coach Executive Board and elected officials to promote active engagement and build stronger relationships with the congressional delegation and federal agencies making funding decisions;
  - Advance staff-to-staff relationships;
  - Recommend key federal contacts;
  - Develop briefing materials and talking points;
  - Create tailored strategies for making federal contacts;
  - Provide federal advocacy advice continuously through regularly scheduled calls with ED; and,
  - Contact federal officials, including CCOG's elected Congressional Delegation and their staff, federal agencies' appointees and staff and the Administration, in collaboration with CCOG and on the organization's behalf.
    - Schedule meetings and phone calls with federal officials, develop the strategy to be taken, and prepare CCOG's elected officials and representatives;
    - Participate in meetings with federal officials and staff and provide necessary follow-up; and,
    - Communicate directly with NC Congressional Delegation in collaboration with CCOG and on the CCOG's behalf.
- Federal Funding:
  - Notify CCOG on grant opportunities, as well White House initiatives and federal agency announcements;
  - Outline congressional legislative activity that results in new grants forthcoming;
  - Review federal grant applications to make them more competitive; and,
  - Garner congressional support for grant applications.
- Status reports and performance monitoring:
  - Provide written, biweekly reports to CCOG management on the status of key assignments;
  - Provide an update to the Executive Board at its regular meetings, including written report on Strategics Consulting Performance Metrics adopted by the Federal Relations Committee; and,
  - Meet with department leaders to update Federal Action Plan for CCOG priorities.
- Other services on request:
  - Attend local meetings and events as requested; and,
  - Serve as a resource to the organization and its members.

**FEES FOR SERVICES**

- July 1, 2017 – June 30, 2019.
  - \$3,500 per month / Net 45 / \$42,000 total annually.
  - No expenses.
  - Termination by either party with 60 days' notice in writing.
-



Centralina Council of Governments

## **Item 7**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 13, 2018		<b>Consent:</b>	<b>Regular:</b>	X
<b>Submitting Person:</b>	Michelle Nance	<b>Presentation Time (est.):</b>	10 minutes		
<b>Presenter at meeting:</b>	Michelle Nance	<b>Phone Number/Ext:</b>			
		<b>Email:</b>	<a href="mailto:mnance@centralina.org">mnance@centralina.org</a>		
<b>Alternate Contact Person:</b>		<b>Phone Number/Ext:</b>			
		<b>Email:</b>			
<b>Submitting Department:</b>	Planning	<b>Department Head Approval:</b>	MEN		

### **Description of Agenda Item:**

The Regional Transit Summit hosted local, regional and national transit leaders at an event to deepen the discussion on transit choice and planning in the Charlotte region. Through a partnership between the Centralina Council of Governments (CCOG) and the Metropolitan Transit Commission (MTC), the Regional Transit Summit evolved from the CONNECT Our Future dialogue aimed at building regional relationships and understanding local transit needs and opportunities. The Regional Transit Summit highlighted efforts to augment cross-jurisdictional cooperation and coordination, including the development of a Regional Transit Plan that provides a shared vision for near and long-term transit outside of Mecklenburg County, suited to each county's needs.

### **Background & Basis of Recommendations:**

No action required.

### **Action / Recommendation:**

No action required. Receive as information and provide feedback and guidance.

<b>Time Sensitivity (none or explain):</b>	None
<b>Budget Impact (if applicable):</b>	None
<b>List of Attachments (if any):</b>	<ul style="list-style-type: none"><li>• Regional Transit Engagement Series Summary</li><li>• Summit participation map</li></ul> <p>Powerpoint will be used during meeting</p>

## The Path to Transportation Choice



Regional  
Transit  
Engagement  
Series

REGIONAL TRANSIT PLAN

### ACTION ITEMS:

Regional Transit Summit

Prepare for the Regional Transit Plan

Identify Funding for the Regional Transit Plan

### GOALS:

Present findings from the Engagement Series

Define a plan scope that meets the needs of individual counties and communities.

Build a broad coalition of funders at the national, state, and local levels.



Gastonia Transit Downtown Transfer Terminal

#### MOBILITY OPTIONS

#### For more information

about this project, upcoming engagement activities and opportunities related to transit, and to see this and other **Regional Transit Engagement Series**

reports and appendices, access the RTES webpage:

<http://bit.ly/RegionalTransit>

#### INTEGRATED SERVICE

#### PROVIDER COLLABORATION

#### RAPID TRANSIT LINES

#### COMMUTER RAIL

#### VETERAN TRANSPORTATION

#### FUNDING OPTIONS

### How can a Regional Transit Plan benefit Individual Communities?

#### Provides a unified vision and coordination

- Provides a "larger voice" for jurisdictions that may not normally be heard
- Makes the region more competitive
- Saves time now and money in the long-term by working together as a region
- Supports the reservation of right-of-way for transit

#### Supports economic competitiveness for all in the region

- Presents a unified message to businesses and residents considering the region
- Offers predictability for economic development and business investment decisions

### Identified topics for a potential Regional Transit Plan:

- Enhancing local and regional mobility options
- Regional collaboration around trip planning, fare payment, and integrated service
- Human Transportation Services coordination and planning
- Veteran and cross-jurisdictional medical transportation
- Transit destinations and rapid transit lines
- Engagement of local, state, and federal elected officials and staff to identify key policy issues for the region
- Funding options, challenges, and best practices from peer regions

 **Regional Transit Engagement Series**

# Regional Transit Engagement Series



### Regional Transit Engagement Series Objectives

Develop and strengthen regional relationships and engage those in surrounding counties that will be most impacted by a growing region and transportation network.

Understand local preferences for transit destinations and next best steps for regional transit planning.

Harvest insight from key stakeholders and decision makers on transit needs, challenges and opportunities.

Develop consensus based next steps on cross-county coordination and the expansion of regional transit infrastructure and services.



### Why Plan for Regional Transit Now?

One of the fastest growing areas in the country, the Charlotte region is expected to add 1.8 million people by 2050. To meet the demands of this growing population, additional transportation choices will be needed.

In the 14-county, bistrate CONNECT Our Future regional planning effort, transportation choice was identified as a top priority. Communities of all sizes across the region expressed a desire for increased transit service.

#### In Our Region...



Currently, over 50% of our region's population works in one county and lives in another. Cross-county public transportation options are needed for job access, economic development, and access to medical facilities

and services. Long-term transit planning efforts should be accelerated if we are to remain a leading, competitive region nationally and globally.

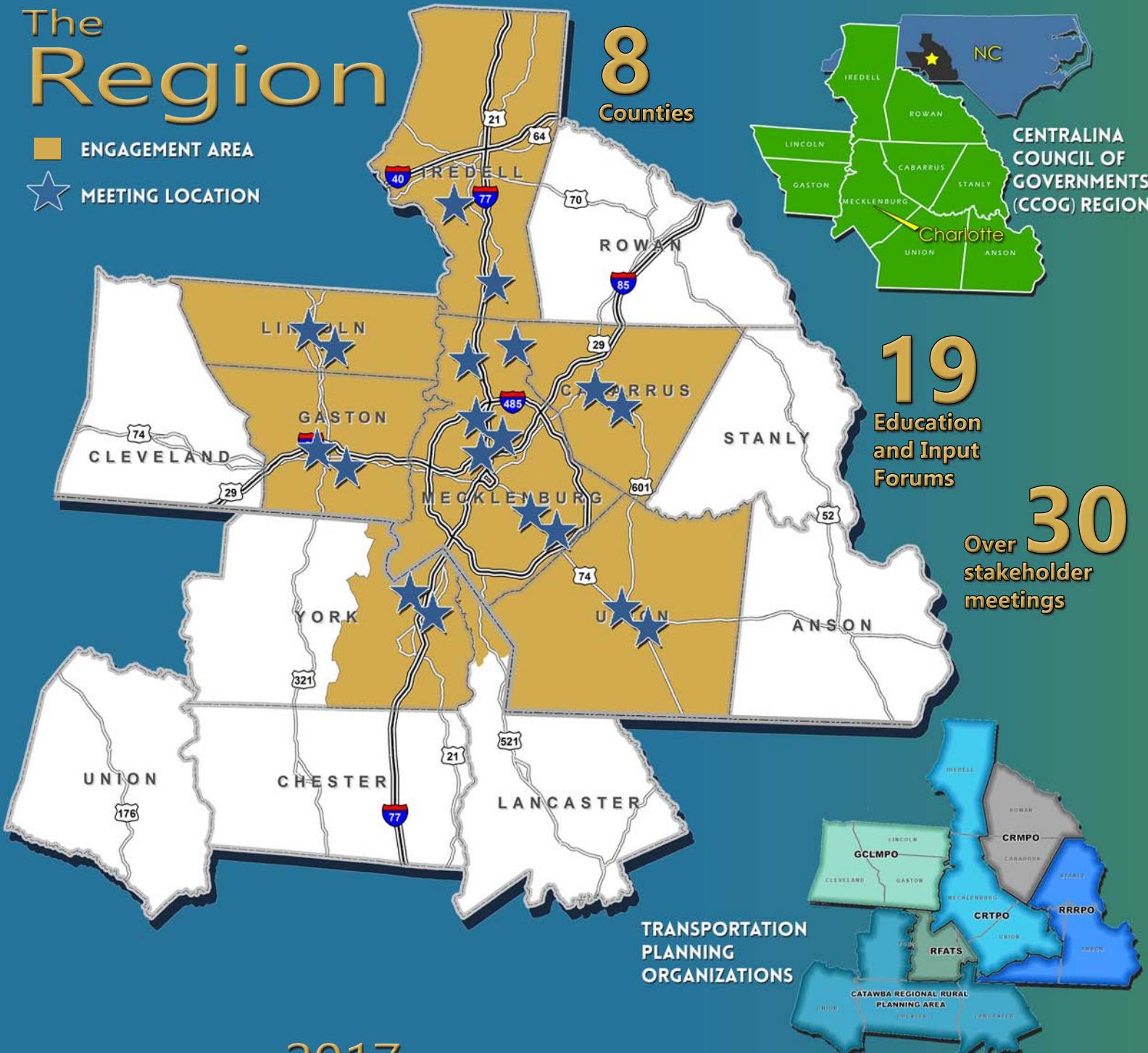
In partnership with the Metropolitan Transit Commission, the Regional Transit Public Engagement Series is a continuation of the CONNECT Our Future dialogue aimed at building regional relationships and understanding local transit needs and opportunities.



# The Region

ENGAGEMENT AREA

MEETING LOCATION



2017

Nov.	Dec.	Jan.	Feb.
MTC approves Regional Transit Engagement Series 			Phase I Engagement: local government managers and staff 

MTC asks CCOG to continue the regional transit dialogue started in the CONNECT Our Future project.

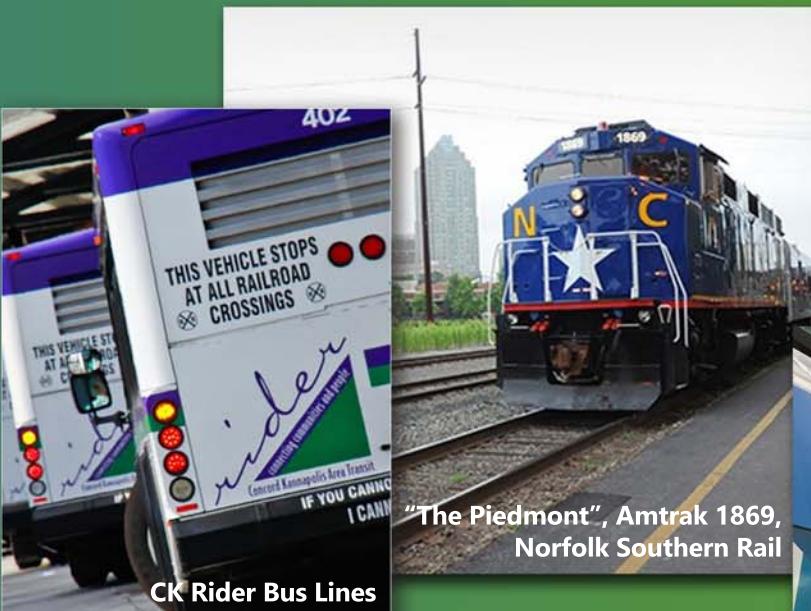
March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	Future	
Phase II Engagement: elected officials, private sector, economic development officials 							Public and Stakeholder Survey 					Summit Planning and Partner Updates on Regional Transit Engagement Outcomes 			Regional Transit Summit 	Regional Transit Planning Activities 

MTC & CCOG initiate Regional Transit Public Engagement Series, which allows stakeholders opportunity for focused conversation about regional transit before planning work takes place, and gives communities varied forums to express their thoughts on long-term transit needs and opportunities.

This phase of engagement helped establish context and next steps for regional transit discussion and planning. It is supplemented by a survey to gauge public attitudes and values related to regional transit.

## Regional Transit Key Themes

- Global Competitiveness and Job Retention
- Mobility Options and Meeting Needs of Changing Population
- Upward Social Mobility and Access



## Public Opinion Survey Findings

4 things to know about Regional Transit:

1. Public transportation should be comfortable, convenient, and safe.
2. Benefits of expanded regional transit service need to be emphasized to overcome perceived negative neighborhood impact concerns.
3. Majority would likely use Uber or Lyft for the first/last mile of trip to the public transit station.
4. Rail is more appealing than buses and street cars.



2018

## Engagement Outcomes

- Promote a Regional, System-wide Mobility Focus
- Develop a Regional Transit Plan to Identify:
  - Mobility Options
  - Transit Destinations, Lines, and Modes
  - Funding Options, Barriers, and Peer Region Review
- Create Regional Transit Resource Guide
- Develop Transit Supportive Messaging
- Assemble Additional Data
  - Tipping point for riding transit
  - Desire to pay for transit

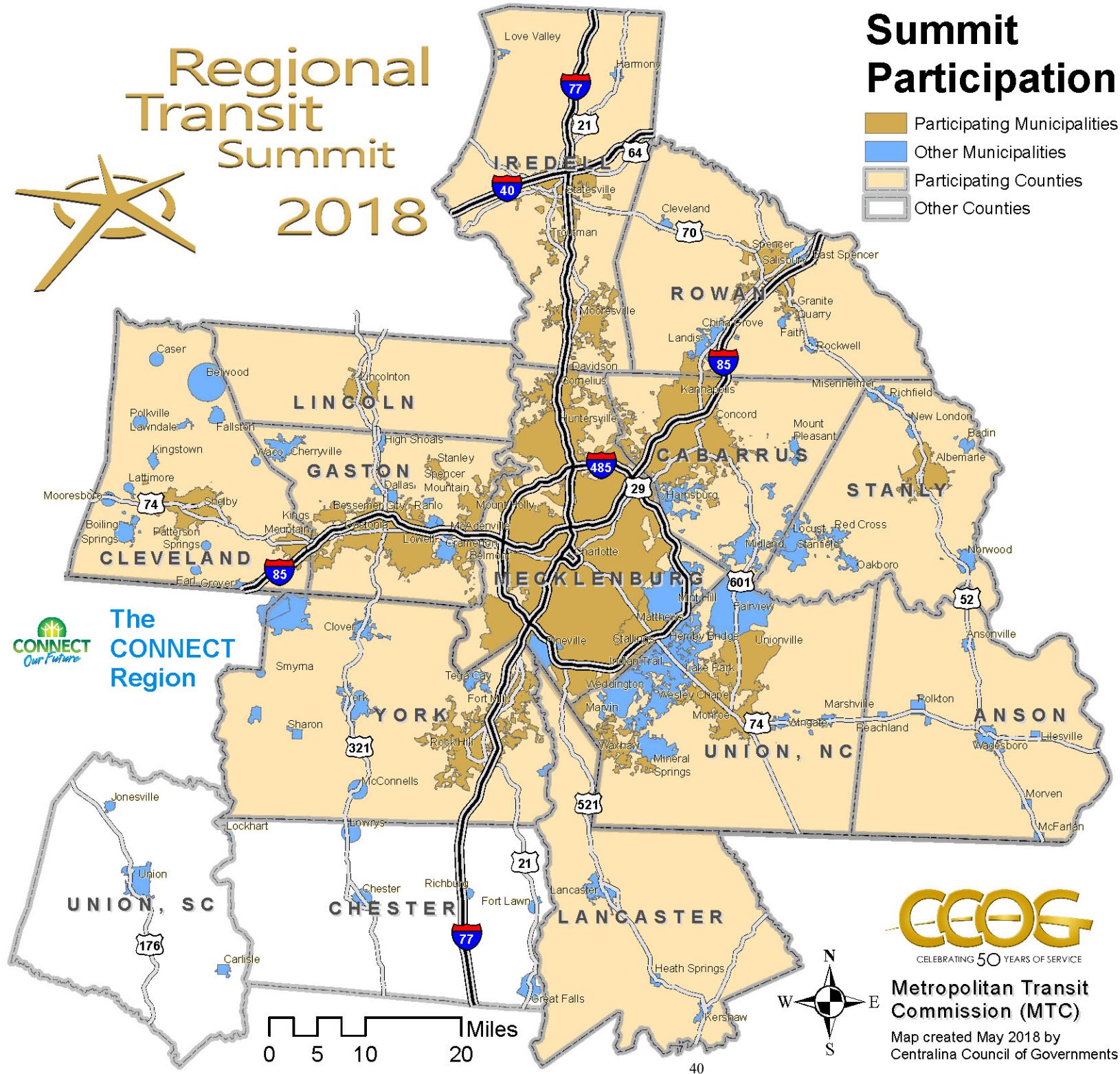


# Regional Transit Summit 2018



The logo consists of the word "CONNECT" in a bold, green, sans-serif font. Above the letter "C", there is a stylized graphic of three trees in varying shades of green, all pointing upwards towards a circular top. Below "CONNECT", the words "Our Future" are written in a smaller, italicized, green, sans-serif font.

# The CONNECT Region



# Summit Participation

- Participating Municipalities
  - Other Municipalities
  - Participating Counties
  - Other Counties

## **Additional Participating Jurisdictions and Regional Organizations**

- AECOM  
American Heart Association  
Anson County Transportation System  
Catwaba Indian Nation  
Charlotte Area Transit System (CATS)  
Centralina Council of Governments (CCOG)  
Charlotte Business Journal  
Charlotte Chamber of Commerce  
Charlotte Commercial Properties  
Charlotte Department of Transportation (CDOT)  
Charlotte Douglas International Airport  
Charlotte Mecklenburg Planning Commission  
Charlotte Regional Transportation Planning Organization (CRTPO)  
City of Charlotte Planning Department  
City of Durham  
City of Greensboro  
City of Raleigh  
Clean Air Carolina  
CLT.biz LLC  
Concord Kannapolis Area Transit  
CRL Associates, Inc.  
Disability Rights & Resources  
Duke University  
Federal Highway Administration (FHWA)  
Foursquare ITP  
Francis Consulting Services  
Gaston-Cleveland-Lincoln Metropolitan Planning Organization (GCLMPO)  
Gaston County Dept. of Health and Human Services  
Greater Gaston Development Corporation  
Gaston Gazette  
Greensboro Department of Transportation  
Gresham, Smith and Partners  
HDR, Inc.  
HNTB Corporation  
Iredell County Area Transportation System (ICATS)  
Iredell County Board of Commissioners  
Iredell County Economic Development  
Lake Norman Regional Transportation Commission  
Latin American Economic Development Corp.  
Lincoln County Department of Social Services  
Lincoln Economic Development Association  
Mecklenburg County Air Quality  
Mecklenburg County Office of Economic Development  
Mecklenburg County Park & Recreation  
Mecklenburg Transportation System  
Moore & Van Allen  
North Carolina Dept. of Transportation (NCDOT)  
NCDOT Division 12  
NCDOT Public Transportation Division  
North Carolina City & County Management Association  
North Carolina General Assembly members  
NC House of Representatives  
Northwood Office  
Novant Health Matthews Medical Center  
Office of NC Governor Roy Cooper  
Office of US Congressman Patrick McHenry  
Office of US Congressman Richard Hudson  
Office of US Congresswoman Alma Adams  
Office of US Senator Thom Tillis  
Pamaka Group  
Public Affairs Communications  
Rowan Cabarrus Community College  
Red Propeller  
Rock Hill-Fort Mill Area Transportation Study  
Routematch  
Rocky River Rural Planning Organization  
RS&H  
Sierra Club  
SMART Transportation Division  
South Carolina State House of Representatives  
South Carolina Dept. of Transportation (SCDOT)  
Southeastern Institute of Research, Inc.  
STV, Inc.  
Sustain Charlotte  
The Spiritus Group  
Transportation Administration of Cleveland County  
UNC Charlotte  
UNC Charlotte Urban Institute  
Veterans Association  
VHB Engineering NC  
Wood Environment & Infrastructure Solutions  
WSP



Centralina Council of Governments

## **Item 8**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 13, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b>	<b>Regular:</b>	X
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time (est.):</b>	5 minutes		
<b>Presenter at meeting:</b>	Angel Stoy	<b>Phone Number/Ext:</b>	980-521-3935		
		<b>Email:</b>	<a href="mailto:astoy@centralina.org">astoy@centralina.org</a>		
<b>Alternate Contact Person:</b>	Kelly Weston	<b>Phone Number/Ext:</b>	704-348-2728		
		<b>Email:</b>	<a href="mailto:kweston@centralina.org">kweston@centralina.org</a>		
<b>Submitting Department:</b>	<b>Administration</b>	<b>Department Head Approval:</b>	Ron Smith		

**Board Expectation:** (*required action or responsibility expected from Board members*)

The Executive Board will receive a brief report on the 2018 CCOG Regional Conference and confirm the 2019 Conference date and venue selection.

**Description of Agenda Item:**

The Executive Board will receive a post-event report on the 2018 CCOG Regional Conference financials. The Board will also be asked to approve the recommended date and location for the 2019 Conference.

**Background & Basis of Recommendations:**

The CCOG Regional Conference, “Creative Solutions for Thriving Communities,” is designed to provide elected officials and local government staff with practical tools and solutions to address their communities’ biggest challenges. On April 12, 2018, CCOG held the fourth annual Conference at the Harris Conference Center in Charlotte. The event featured nationally recognized speakers and presented best practices and resources for growing jobs and the economy, transportation choices, livable communities for all ages, and data and technology.

Staff is in the preliminary stages of planning for the 2019 CCOG Conference and has researched date and venue options for the event.

**Action / Recommendation:**

Motion to select Friday, March 8, 2019 as the date for the next CCOG Regional Conference and UNC Charlotte’s Popp-Martin Student Union as the location for the event.

<b>Time Sensitivity (none or explain):</b>	Event planning needs to begin as soon as possible if CCOG is to hold a Conference in spring 2019.
<b>Budget Impact (if applicable):</b>	The 2018 Conference produced a profit of approximately \$8,000, exceeding its goal of financially breaking even.
<b>List of Attachments (if any):</b>	2018 CCOG Conference Financial Report

# 2018 CCOG Conference Financial Report

6/4/2018

	<b>2018 Approved Conference Budget</b>	<b>2018 Conference Actuals</b>
<b>REVENUES</b>		
Paid Registrations	\$16,000.00	\$13,118.00
Sponsorships	<u>\$35,000.00</u>	<u>\$32,950.00</u>
<b>Total Revenues</b>	<b>\$51,000.00</b>	<b>\$46,068.00</b>
<b>EXPENDITURES</b>		
<b>Meeting Related Expenditures</b>		
Venue (space rental, tables/chairs, food, A/V, WiFi)	\$20,000.00	\$20,696.92
Photography & Journalism	\$750.00	
AICP Credits	<u>\$1,800.00</u>	<u>\$0.00</u>
<b>Total</b>	<b>\$22,550.00</b>	<b>\$20,696.92</b>
<b>Contractual Services</b>		
Keynote Speakers & Travel Fees	\$10,000.00	\$856.12
Conference Consultants	\$2,200.00	\$3,928.69
Pre-Conference Marketing	<u>\$7,800.00</u>	<u>\$9,940.00</u>
<b>Total</b>	<b>\$20,000.00</b>	<b>\$14,724.81</b>
<b>Printing and Publication</b>		
Signage Printing	\$500.00	
Program Design and Printing	<u>\$1,000.00</u>	
<b>Total</b>	<b>\$1,500.00</b>	<b>\$0.00</b>
<b>Service Fees and Charges</b>		
Credit Card Fees	<u>\$1,500.00</u>	<u>\$1,341.34</u>
<b>Total</b>	<b>\$1,500.00</b>	<b>\$1,341.34</b>
<b>Materials and Supplies</b>		
Conference Bags/Supplies	<u>\$1,000.00</u>	<u>\$765.72</u>
<b>Total</b>	<b>\$1,000.00</b>	<b>\$765.72</b>
<b>Miscellaneous</b>		
Miscellaneous (Contingency)	<u>\$4,450.00</u>	<u>\$30.34</u>
<b>Total</b>	<b>\$4,450.00</b>	<b>\$30.34</b>
<b>Total Expenditures</b>	<b>\$51,000.00</b>	<b>\$37,559.13</b>
<b>Net Surplus /Deficit)</b>	<b>\$0.00</b>	<b>\$8,508.87</b>



Centralina Council of Governments

## **Item 9**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 13, 2018	<b>Agenda Item Type:</b>	Consent:	Regular:	X
<b>Submitting Person:</b>	Kelly Weston	<b>Presentation Time (est.):</b>	5 minutes		
<b>Presenter at meeting:</b>	Martha Sue Hall	<b>Phone Number/Ext:</b>			
		<b>Email:</b>			
<b>Alternate Contact Person:</b>	Kelly Weston	<b>Phone Number/Ext:</b>	704-348-2728		
		<b>Email:</b>	<a href="mailto:kweston@centralina.org">kweston@centralina.org</a>		
<b>Submitting Department:</b>	Administration	<b>Department Head Approval:</b>	Ron Smith		
<b>Board Expectation:</b> <i>(required action or responsibility expected from Board members)</i>					
Receive an update on the CCOG 50 <sup>th</sup> anniversary.					
<b>Description of Agenda Item:</b>					
The Executive Board will receive a brief update on the CCOG 50 <sup>th</sup> anniversary celebration schedule and plans for the November 30 <sup>th</sup> Region of Excellence Awards ceremony.					
<b>Background &amp; Basis of Recommendations:</b>					
2018 marks the 50 <sup>th</sup> anniversary of the passage of federal legislation establishing Regional Councils of Government. As part of the year-long celebration, CCOG is highlighting one county in the region per month. Additionally, the Board of Delegates meetings will feature guest speakers discussing CCOG history and its role in the region's future. The celebration year will culminate with the Region of Excellence Awards luncheon on Friday, November 30 <sup>th</sup> . These awards will recognize the achievements of local communities around the region.					
An Advisory Committee has been working with CCOG staff to provide direction on celebration activities. This committee is comprised of Mayor Pro Tem Martha Sue Hall, Commissioner Bobby Compton, former Huntersville Commissioner Sarah McAulay, former Gaston County Commissioner Joe Carpenter, former CCOG staff member Hilda Threatt, and CCOG attorney Bill McNair.					
<b>Action / Recommendation:</b>					
Receive as information.					
<b>Time Sensitivity (none or explain):</b>	None.				
<b>Budget Impact (if applicable):</b>	None.				
<b>List of Attachments (if any):</b>	None.				



Centralina Council of Governments

## **Item 10**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 13, 2018		<b>Consent:</b>	<input type="checkbox"/>	<b>Regular:</b>	<input checked="" type="checkbox"/> X
<b>Submitting Person:</b>	Ron Smith	<b>Presentation Time (est.):</b>	5 minutes			
<b>Presenter at meeting:</b>	Ron Smith	<b>Phone Number/Ext:</b>	704-348-2703			
		<b>Email:</b>	<a href="mailto:Rsmith@centralina.org">Rsmith@centralina.org</a>			
<b>Alternate Contact Person:</b>	Kelly Weston	<b>Phone Number/Ext:</b>	704-348-2728			
		<b>Email:</b>	<a href="mailto:Kweston@centralina.org">Kweston@centralina.org</a>			
<b>Submitting Department:</b>	Administration	<b>Department Head Approval:</b>				
<b>Description of Agenda Item:</b>						
Service agreement between Councils of Government.						
<b>Background &amp; Basis of Recommendations:</b>						
The State COGs have traditionally assisted each other when in need of services that were not provided or available. This agreement would formalize those relationships and provide some structure to the arrangements. The development of this agreement was a recommendation of the North Carolina Association of Regional Councils of Governments (NCARCOG) and is in the process of being signed by all NC COGs.						
<b>Action / Recommendation:</b>						
Recommend approval of the attached agreement.						
<b>Time Sensitivity (none or explain):</b>	There is no deadline, although the association is trying to get all of these agreements signed as soon as possible.					
<b>Budget Impact (if applicable):</b>	None.					
<b>List of Attachments (if any):</b>	<ul style="list-style-type: none"><li>• Consolidated summary of COG services</li><li>• Proposed agreement</li></ul>					

**NC Association of Regional Councils  
Service Inventory**

		Region A: Southwestern Commission	Region B: Land-of-Sky Regional Council	Region C: Isothermal Planning and Development Commission	Region D: High Country Council of Governments	Region E: Western Piedmont Council of Governments	Region F: Centralina Council of Governments	Region G: Piedmont Triad Council of Governments	Region J: Triangle J Council of Governments	Region K: Kerr-Tar Council of Governments	Region L: Upper Coastal Plain Council of Governments	Region M: Mid-Carolina Council of Governments	Region N: Lumber River Council of Governments	Region O: Cape Fear Council of Governments	Region P: Eastern Carolina Council of Governments	Region Q: Mid-East Commission	Region R: Albemarle Commission
<b>Regional/Local Services</b>																	
Local Technical Assistance	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PTP
Comprehensive Planning	PTP			PD	PD	PD	PD	PD	PD	PD		PD	PD	PD	PD	PD	
Foreign Trade Zone						PTP		PD									PTP
Land Use/Zoning Ordinance Administration				PD	PD	PD	PD	PD		PD	PD	PD	PD	PD	PD	PD	
Strategic Planning	PD	PD	PD	PD	PD	PD	PD	PD		PD	PD	PD	PD	PD	PD	PD	PD
Economic Profiles	PD	PD	PD	PD	PD	PD	PD	PD		PD	PD	PD	PD	PD	PD	PD	PBC
Geographic Information Systems (GIS)	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	
Homeland Security and Emergency Planning		PD	PD						PD					PD			
Housing Outreach and Homebuyer Education					PD			PD	PD	PD			PD		PD		
General HR support				PD	PD	PD	PD	PD					PD	PD	PD	PD	
Public Works/Solid Waste											PD			PD			
Criminal Justice		PD	PD					PD					PD				
Historic Preservation								PD					PD				
Water and Watershed Associations	PBC	PD	PD	PD	PD	PTP	PD	PD	PD	PD	PTP		PD	PD		PD	
Drug Testing						PD	PBC	PBC									
Facilitation Services	PD	PD	PD	PD	PD	PD	PD	PD	PD				PD	PD	PD	PD	PD
Transportation Demand Management	PD	PD	PD		PD	PTP		PD					PD	PD	PD	PTP	
<b>Federal/State Services</b>																	
EDA Planning	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD		PTP	PTP	PD	PD	PD	PD
CDBG Grant Writing and Administration		PD	PD	PD	PD	PD	PD	PD	PD	PD		PD		PD	PD	PD	
Workforce Investment Board	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD		PD	PD	PD	PD	PD	PD
Area Agency on Aging	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD
BRAC Military Base Closure or Expansion													PTP				
Census Depository	PD	PD	PD		PD		PD	PD	PD	PD	PD	PD	PD	PD		PD	PD
Metropolitan Planning Organization (MPO)		PD	PD		PD	PTP	PTP	PTP					PTP	PBC			
Rural Transportation Planning (RPO)	PD	PD	PD	PD		PTP	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD
Regional Water Planning	PBC	PD	PD		PD	PTP	PD	PD	PD		PD	PD	PD	PTP	PD		PD
State Clean Cities Program		PD	PD			PD		PD									
Brownfields		PD	PD					PD			PD						
Grant Writing	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD
Appalachian Regional Commission	PD	PD	PD	PD	PD		PD										
<b>Planning Services</b>																	
Zoning Ordinances				PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD
Land Use Plans	PTP			PD	PD	PD	PD	PD	PD	PD	PTP	PD	PD	PD	PD	PD	
Comprehensive Plans	PTP			PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	
Subdivision Regulations				PD	PD	PD	PD	PD	PD	PD		PD	PD	PD	PD	PD	PD
Annexation Studies					PD		PD		PD		PD		PD				
Solid Waste Management Plans		PD	PD							PD				PD			
Hazard Mitigation Plans									PD	PD			PD	PTP	PD		
Capital Improvement Plans					PD		PD	PD				PD	PD	PD	PD		
Minimum Housing Codes				PD	PD	PD	PD	PD				PD		PD	PD	PD	
Bicycle Plans	PBC	PD	PD	PD	PD	PD	PD	PD	PD	PD	PBC	PD	PD	PD	PD	PD	PD
Pedestrian Plans	PTP	PD	PD	PD	PD	PD	PD	PD	PD	PD	PBC	PD	PD	PD	PD	PD	PD
Strategic Plans	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD	PD
Recreation Plans	PD	PD	PD	PD	PD				PD	PD			PD	PD	PD	PD	PD



The North Carolina Association of Regional Council

INTRA-REGIONAL COOPERATIVE AGREEMENT

A RESOLUTION OF THE BOARD OF DIRECTORS AND MEMBERSHIP OF THE NORTH CAROLINA ASSOCIATION OF REGIONAL COUNCIL DIRECTORS, INC. (A NC NON-PROFIT CORPORATION), HEREINAFTER REFERRED TO AS THE NC ASSOCIATION OF REGIONAL COUNCILS, ESTABLISHES POLICIES WITH RESPECT TO THE ISSUE OF TERRITORIAL INTEGRITY AND JOINT AND MUTUAL CONSULTATION AND AGREEMENT ON COOPERATIVE PROJECTS SPANNING THE BOUNDARIES OF SUB-STATE REGIONS IN NORTH CAROLINA

**WHEREAS**, The North Carolina Association of Regional Councils is the designated regional forum for North Carolina's Regional Planning Commissions and Councils of Government formed pursuant to (GS 143-341 or).

**WHEREAS**, North Carolina's Regional Councils are charged with the mission of delivering regional services to member units of local government;

**WHEREAS**, in the course of carrying out their work programs, North Carolina's Regional Councils may share resources and capacity that will enhance the statewide delivery of local, regional, state or federal services;

**WHEREAS**, it is the desire of the North Carolina Association of Regional Councils to promote a defined set of policies to provide a protocol for statewide service delivery, including jointly sponsored and executed projects and defining issues of regional importance;

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. That the North Carolina Association of Regional Councils hereby establishes a policy that enhances its value by sharing member resources and capacity to deliver services to the State of North Carolina.
2. That the North Carolina Association of Regional Councils hereby endorses Regional Councils, or their affiliated or subsidiary organizations, to carry out activities in regions outside of their boundaries with consent when those services are to the benefit of the region and the state. That the terms "affiliated organization" and "subsidiary organization" shall be generally construed to mean any legal entity,

created under any state or federal statute, formed for the purpose of carrying out and fulfilling a program of work, which organization or entity is housed within, is provided staff by, or shares more than a majority of its membership or board members with a Regional Council as denoted above.

3. This agreement does not supplant previous agreements.
4. The services provided as presented in Attachment A are subject to Change by the individual Regional Councils.
5. That this resolution shall be in effect from and after the date of its passage.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

Region A: Southwestern Planning  
Commission

Attested:

By: \_\_\_\_\_  
\_\_\_\_\_, Chairperson

By: \_\_\_\_\_  
\_\_\_\_\_

Region B: Land-of-Sky Regional Council

Attested:

By: \_\_\_\_\_  
\_\_\_\_\_, Chairperson

By: \_\_\_\_\_  
\_\_\_\_\_

Region C: Isothermal Planning and  
Development Commission

Attested:

By: \_\_\_\_\_  
\_\_\_\_\_, Chairperson

By: \_\_\_\_\_  
\_\_\_\_\_

Region D: High Country Council of  
Governments

Attested:

By: \_\_\_\_\_  
\_\_\_\_\_, Chairperson

By: \_\_\_\_\_  
\_\_\_\_\_

Region E: Western Piedmont Council of Governments

By: \_\_\_\_\_, Chairperson

Region F: Centralina Council of Governments

By: \_\_\_\_\_, Chairperson

Region G: Piedmont Triad Regional Council of Governments

By: \_\_\_\_\_, Chairperson

Region J: Triangle J Council of Governments

By: \_\_\_\_\_, Chairperson

Region K: Kerr-Tar Regional Council of Governments

By: \_\_\_\_\_, Chairperson

Region L: Upper Coastal Plan Council of Governments

By: \_\_\_\_\_, Chairperson

Attested:

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Region M: Mid-Carolina Council of  
Governments

By: \_\_\_\_\_  
\_\_\_\_\_, Chairperson

Attested:

By: \_\_\_\_\_  
\_\_\_\_\_

Region N: Lumber River Council of  
Governments

By: \_\_\_\_\_  
\_\_\_\_\_, Chairperson

Attested:

By: \_\_\_\_\_  
\_\_\_\_\_

Region O: Cape Fear Council of  
Governments

By: \_\_\_\_\_  
\_\_\_\_\_, Chairperson

Attested:

By: \_\_\_\_\_  
\_\_\_\_\_

Region P: Eastern Carolina Council

By: \_\_\_\_\_  
\_\_\_\_\_, Chairperson

Attested:

By: \_\_\_\_\_  
\_\_\_\_\_

Region Q: Mid-East Commission

By: \_\_\_\_\_  
\_\_\_\_\_, Chairperson

Attested:

By: \_\_\_\_\_  
\_\_\_\_\_

Region R: Albemarle Commission

By: \_\_\_\_\_  
\_\_\_\_\_, Chairperson

Attested:

By: \_\_\_\_\_  
\_\_\_\_\_



Centralina Council of Governments

## **Item 11**



## Board Agenda Item Cover Sheet

<b>Board Meeting Date:</b>	June 13, 2018	<b>Agenda Item Type:</b>	<b>Consent:</b>	<b>Regular:</b>	X
<b>Submitting Person:</b>	Ron Smith	<b>Presentation Time (est.):</b>	10 minutes		
<b>Presenter at meeting:</b>	Ron Smith	<b>Phone Number/Ext:</b>	704-348-2703		
		<b>Email:</b>	<a href="mailto:rsmith@centralina.org">rsmith@centralina.org</a>		
<b>Alternate Contact Person:</b>	Bill Feather	<b>Phone Number/Ext:</b>			
		<b>Email:</b>			
<b>Submitting Department:</b>	Executive	<b>Department Head Approval:</b>	Ron Smith		
<b>Board Expectation:</b> ( <i>required action or responsibility expected from Board members</i> )					
Discussion on prospective at-large members to the Executive Board.					
<b>Description of Agenda Item:</b>					
The Executive Board will discuss and provide feedback on at-large membership to the Executive Board with the understanding that the Chair will make the appointments.					
<b>Background &amp; Basis of Recommendations:</b>					
The Executive Board is comprised of the four officers of the Council, the delegate from each county member, the delegate from the City of Charlotte, and a municipal delegate from each of the region's nine counties. The Executive Board meets in January, March, April, June, September, and November and is authorized to act on behalf of the full Board of Delegates on all matters other than adoption of the annual budget, work plan, and member dues assessment.					
At the February 7, 2018 Board of Delegates Annual meeting, the Board approved a bylaws amendment allowing the Chair to appoint up to two at-large members to the Executive Board to serve a one-year term. The intent of the at-large membership is to increase regional diversity on the Executive Board.					
<b>Action / Recommendation:</b>					
For discussion purposes.					
<b>Time Sensitivity (none or explain):</b>	Since the at-large memberships are for a one-year term, making the appointments should occur as early as possible.				
<b>Budget Impact (if applicable):</b>	None.				
<b>List of Attachments (if any):</b>	<ul style="list-style-type: none"> <li>• Adopted Resolution Amending Centralina Bylaws</li> <li>• Membership Map</li> </ul>				



## **RESOLUTION AMENDING CCOG BYLAWS**

**WHEREAS**, Centralina Council of Governments serves as a Regional Council of Governments under and pursuant to Chapter 160A, Article 20, Part 2 of the General Statutes of North Carolina and;

**WHEREAS**, the concurrent resolution adopted by the members of the Council and establishing this Council may be amended from time to time and;

**WHEREAS**, the Executive Board is committed to assuring strong representation of the interests of members throughout our region and;

**WHEREAS**, the Executive Board is responsible for specific tasks required to assure accomplishment of its work program and;

**WHEREAS**, appointment of up to two At-Large Executive Board members would assist the Board in assuring representation of interests of its members and accomplishing its work program.

**NOW, THEREFORE, BE IT RESOLVED**, that the Centralina Council of Government Bylaws are hereby amended as follows:

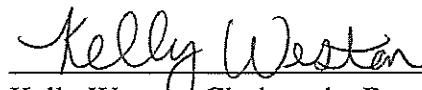
Article VII.A. 5. **At-Large Member to the Executive Board** - The Chair of the Executive Board may appoint two (2) elected members of the governing body of any member government to serve on the Executive Board upon the advice and consent of the Executive Board.

Adopted this 7<sup>th</sup> day of February, 2018.

  
\_\_\_\_\_  
William Feather, CCOG Chair

2/7/18  
\_\_\_\_\_  
Date

ATTEST:

  
\_\_\_\_\_  
Kelly Weston, Clerk to the Board

2/7/18  
\_\_\_\_\_  
Date



# Municipalities of the CCOG Region

- CCOG Active Member
- Non-member municipality

