



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JULY 27, 2015
SUBJECT: ADMINISTRATIVE COUNCIL MEETING

Please see the details below for the Administrative Council meeting date, time, and location.

Thursday, August 6, 2015 at 9 a.m.
Cochise College Benson Center
1025 Highway 90
Benson, Arizona

If you are unable to attend, please send an alternate to ensure that we will have a quorum at the meeting.

The Administrative Packet will be sent to members through the e-mail (via a link to the packet posted on the SEAGO website) to save postage and copying costs. **We will not be mailing a hard copy of the packet unless you request one.**

If you have any questions, please call me at (520) 432-5301 Extension 202. You can also send an e-mail to rheiss@seago.org.



ADMINISTRATIVE COUNCIL AGENDA

9 A.M., THURSDAY, AUGUST 6, 2015
COCHISE COLLEGE BENSON CENTER
1025 HIGHWAY 90
BENSON, ARIZONA

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS	Chair Dille	
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IX. ADJOURNMENT	Chair Dille	

DIRECTION MAY BE GIVEN TO SEAGO STAFF ON ANY ITEM ON THE AGENDA.

Individuals with disabilities who require special accommodations may contact John Merideth at (520) 432-5301 extension 207 at least 72 hours before the meeting time to request such accommodations.

Individuals wishing to participate in the meeting telephonically may do so by contacting John Merideth at (520) 432-5301 extension 207. Contact must be made at least 48 hours before the meeting in order to obtain the call-in information. Please note that the option to participate telephonically may not be available unless requested as instructed above.

Si necesita acomodaciones especiales o un intérprete para esta conferencia, debe ponerse en contacto con Juan Merideth al número (520) 432-5301, extensión 207, por lo menos setenta y dos (72) horas antes de la conferencia.

**MINUTES OF THE
ADMINISTRATIVE COUNCIL
COCHISE COLLEGE BENSON CENTER
1025 STATE ROUTE 90
BENSON, ARIZONA
MAY 07, 2015**

OFFICERS PRESENT: Dille, Shane - City of Nogales (*Chair*)
Hinton, Terry – Town of Thatcher (*Vice Chair*)
Gale, Deborah “Kay” – Greenlee County (*Secretary*)

MEMBERS PRESENT: Johnson, Jestin - City of Bisbee (*by phone*)
Mitchell, Tammy - Town of Huachuca City
Mull, Marvin - San Carlos Apache Tribe
Skeete, Horatio - City of Safford
Soltis, Tedmond - City of Willcox
Thornton, Jennifer (*for Chuck Potucek*) - City of Sierra Vista
Vlahovich, Jim - Cochise County (*by phone*)

STAFF PRESENT: Catten, Larry - Economic Development Planner
Greene, Zoya - Office Assistant
Heiss, Randy - Executive Director
Osborn, Cindy - Accounts Manager
Vertrees, Chris - Transportation Planner
Villa, Laura - AAA Programs Manager
Williams, Bonnie - CDBG Program Manager

GUESTS: Adam, Kevin - RTAC
Boyle, Kathy - ADOT Public Affairs Office
Pearson, Yvonne - Greenlee County

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Chair Shane Dille called the meeting to order at 9:05 a.m. Those in attendance introduced themselves and were welcomed. Mr. Randy Heiss led the Pledge of Allegiance.

II. MEMBER ENTITIES' DISCUSSION

Chair Dille made a call for items to discuss. No common critical issues were discussed.

III. CALL TO THE PUBLIC

Chair Dille made a call to the public and no one spoke.

IV. ACTION ITEMS

1. CONSENT AGENDA

- a. Approval of the February 12, 2015 Minutes
- b. Discussion and Possible Recommendation to Approve the Changes to the ACOA Bylaws
- c. Nomination to the Advisory Council on Aging

Chair Dille made a motion to approve items 1a. from the Consent Agenda, and to pull items 1b. & 1c. for further discussion.

MOTION: Shane Dille

SECOND: Deborah "Kay" Gale

ACTION: **APPROVED UNANIMOUSLY**

Members discussed items 1b. & 1c. regarding discussion and possible recommendation to approve the changes to the ACOA Bylaws.

A Proposal to amend Article III Section 1 of Advisory Council on Aging Bylaws was brought before the ACOA members on April 16, 2015.

The amendment is to incorporate verbiage that opens memberships to all communities within each county within the region and reads as follows: "Membership on the Advisory Council shall consist of eight (8) representatives from Cochise County, four (4) representatives from Graham County, and three (3) representatives from Greenlee and Santa Cruz Counties. Representatives may reside in any of the incorporated or unincorporated communities within each county."

It was stated that in recent years, there has been difficulty finding representatives to serve on the ACOA from within each individual member entity. This has been especially difficult in the smaller communities where the pool of volunteers is small and over utilized.

The proposed change would allow recruitment of ACOA members from anywhere within each of the counties, but when a vacancy occurs in an incorporated city or town, recruitment efforts would focus on identifying candidates from within the incorporated community or in outlying unincorporated areas nearby. For example, a vacancy occurring in Clifton could be filled by someone from Morenci, a vacancy occurring in Willcox could be filled by someone from Bowie or San Simon, or a vacancy from Patagonia could be filled by someone from Sonoita.

There was further discussion regarding how the Bylaws should be revised to improve recruitment of ACOA members yet allow equal representation to each SEAGO member entity on the ACOA. Ms. Jennifer Thornton asked for clarification on how the makeup of the ACOA is determined and Mr. Heiss explained that there is a representative for each member jurisdiction so Cochise County has eight, Santa Cruz County has three, Greenlee County has three, and Graham County has four. Mr. Heiss further clarified that the Bylaws do not specify whether the representatives should be from each incorporated or unincorporated area within each county. Chair Dille commented that the Board should take advantage of this opportunity to clarify the Bylaws. Mr. Tedmond

Soltis asked whether the nomination is for a specific term and Ms. Laura Villa responded that the term is for three years starting from the date that the Administrative Council and/or Executive Board approves the nomination from the ACOA. It was decided to return the item to the ACOA with the Administrative Council's feedback and revisit the matter at a later date.

Chair Dille made a motion to approve item 1b. from the Consent Agenda, and to table item 1c. from the Consent Agenda.

MOTION: Shane Dille
SECOND: Tammy Mitchell
ACTION: **APPROVED UNANIMOUSLY**

2. ELECTION OF OFFICERS

Article VII, Section C, of the SEAGO Bylaws provides as follows:

"C. The Administrative Council shall elect from among its members a (1) Chair, (2) Vice Chair, and (3) Secretary whose terms shall be co-terminus for one year each, at the conclusion of which any or all incumbents may be re-elected, but no officer of the Administrative Council may serve more than three consecutive one-year terms; and officers of the Administrative Council shall commence their terms on July 1 of each year....."

The current slate of officers is as follows:

Chair: Shane Dille, City of Nogales Manager
Vice-Chair: Terry Hinton, Town of Thatcher Manager
Secretary: Deborah "Kay" Gale, Greenlee County Administrator

None of the above officers have served three years in their current positions and Mr. Heiss commented that they are eligible to continue serving in their respective positions.

Mr. Heiss communicated with Mr. Dille, Mr. Hinton and Ms. Gale, and all indicated they would be willing to continue serving in their current capacity if the rest of the Council is agreeable and if there is no one else who has an interest in serving as an officer. Per the Bylaws, the Administrative Council has the option of electing an entirely new slate of officers or a combination of new officers and existing officers.

Chair Dille asked for motion to approve the current slate of officers to continue serving in their current capacity.

MOTION: Horatio Skeete
SECOND: Jennifer Thornton
ACTION: **APPROVED UNANIMOUSLY**

3. DISCUSSION AND POSSIBLE RECOMMENDATION TO APPROVE THE SEAGO FIVE-YEAR STRATEGIC PLAN FY2016-FY2020

As Mr. Heiss reported at the February meeting, a strategic planning retreat was held at the Cochise College Benson Center on January 21st and 22nd. Despite a lower than expected turnout, those who did attend were thoroughly engaged, thoughtful, and positively participatory.

Mr. Heiss stated that Ms. Amy St. Peter, Human Services and Special Projects Manager from the Maricopa Association of Governments did a great job facilitating the retreat, and the exercises generated a lot of data that has since been used to develop our strategic plan goals, objectives, strategies and tactics. After the retreat, Mr. Heiss requested that Ms. St. Peter prepare a Retreat Report.

The draft report was provided to both the Administrative Council and Executive Board at their February meetings and comments were requested by March 15th. After hearing and seeing no comments or suggestions, Mr. Heiss proceeded to develop the first draft of the strategic plan based on the data contained in the Retreat Report. The first draft was presented at the March 23rd staff meeting where only positive comments were received. Since Ms. St. Peter was integral to gathering the data during the retreat and was responsible for preparing the retreat report, Mr. Heiss felt it was critical for her to review the plan and offer any comments prior to finalizing the draft that will be presented to the Administrative Council and Executive Board in May.

After reviewing the draft, Ms. St. Peter had nothing but positive comments. The draft of the strategic plan was then posted to the SEAGO website and a link distributed to the Administrative Council and Executive Board. Comments were requested by April 20th, and to date, Randy had one response and it too, was positive. Mr. Heiss pointed out that there was one addition from SEAGO staff who added an additional Tactic under Goal No. 3. Chair Dille commented that he would like to know what kind of feedback had been received from member agencies that were not able to participate in the strategic planning process. Mr. Heiss said he had only received one comment, which was positive, from Cochise County private sector representative Bernadette Polley. Mr. Heiss reminded the Council that the plan would be revisited in two years and adjustments to tactics could be made as necessary.

Chair Dille asked for motion to approve the SEAGO Five-Year Strategic Plan FY2016-FY2020.

MOTION: Horatio Skeete
SECOND: Jennifer Thornton
ACTION: **APPROVED UNANIMOUSLY**

4. FISCAL YEAR 2015-2016 BUDGET ACTION ITEMS

4a. RESOLUTION 2015-03 EDA GRANT AUTHORIZATION

The Resolution pledges \$35,357 to provide matching funds for the EDA partnership planning grant and related economic development activities. The match is funded through an Economic Development Assessment paid by SEAGO member entities.

Mr. Catten commented that the authorization is a routine action and no different than what has been approved by the Council in previous years, and that Staff's recommendation is to approve the authorization. Ms. Thornton commented that Sierra Vista has economic development staff and asked whether any other member entities have economic development personnel. Chair Dille stated that Nogales does employ an economic development specialist. Ms. Gale stated that Greenlee County also employs economic development personnel. Mr. Skeete mentioned that Graham County has created an economic development commission and over the next year plans to bring on economic development staff. Mr. Catten commented that the most effective way for SEAGO to add value is to work closely with member's economic development personnel on issues. Chair Dille mentioned that those members that are working on economic development initiatives should consider using the SEAGO website as an avenue to share information among the members. There was further discussion regarding economic development needs in regards to the port authorities and chambers of commerce.

Chair Dille asked for a motion to approve item 4a. Resolution 2015-03 EDA Grant Authorization.

MOTION: Terry Hinton
SECOND: Deborah "Kay" Gale
ACTION: **APPROVED UNANIMOUSLY**

4b. FISCAL YEAR 2015-2016 BUDGET

The proposed FY16 budget worksheet included in the packet provided a detailed overview of each program's budget. Program Managers participated in the development of their program budget(s) and successful budget implementation will depend on diligent monitoring of revenue and expenditures by each Program Manager.

There was a discussion regarding the FY16 Assessment and Ms. Osborn discussed the Housing Program budget, stating the originally expected amount of \$51,000 was later rescinded, leaving the housing budget with a deficit of \$21,500. Ms. Osborn further stated that, in order to accommodate the decrease, the hours of the Housing Program Manager would have to be reduced to 30 hours per week. She also said the AAA budget took a hit this year by \$39,000 and it was decided to shift some tasks and personnel skills and eliminate an existing position, allowing funds to be used in other areas. Ms. Osborn stated there is currently no proposed use of the fund balance and there is an across the board salary increase of 2 ½ percent. The amount of assessment that is shown is the basic amount which covers the membership and the RTAC dues, Option 1. Mr. Heiss will go over the other options which may be available.

4c. ANNUAL ASSESSMENT AND RTAC MEMBERSHIP

Option 1 – This option provides no assessment for the Housing Program. The Housing Program Manager's work schedule has been reduced to ¾ time in order to balance the budget. She will retain full-time status and remain eligible for benefits, but will be required to pick up ¼ of the costs of her health insurance. In addition, because of being

reduced to $\frac{3}{4}$ time status, her ASRS benefits will be impacted. As an alternate Option, you could recommend using fund balance to make Housing whole this next fiscal year. It's estimated that we will need at least a \$20,000 annually to retain a professional grant writer, but since it will be December before the RFP process is complete, we won't know until then if that amount will be enough to attract the interest of a grant writer, or if more will be needed. This Option assumes fund balance will be used to fund the grant writer and an assessment could be considered at this time next year to replenish the amount of fund balance used.

A discussion followed regarding the organization's needs regarding a grant writer and the housing program and whether the funds should come from the fund balance or from member assessments. Mr. Soltis commented that he would prefer the funds come from the fund balance rather than an increase in assessments. Ms. Thornton commented on the current housing situation, stating there is a real need for housing assistance in the community and keeping people in their homes.

Option 2 – This option provides no assessment for the Housing Program. As with Option 1, the Housing Program Manager's work schedule has been reduced to $\frac{3}{4}$ time in order to balance the budget. As an alternate Option, you could recommend using fund balance to make Housing whole this next fiscal year. It's estimated that we will need at least \$20,000 annually to retain a professional grant writer, but since it will be December before the RFP process is complete, only half that amount will be required in FY 2016. This Option assumes an assessment would fund \$5,000 and fund balance will be used to cover the remaining portion of the grant writer cost in FY 2016.

Option 3 – This option assumes the \$20,500 shortfall in the Housing Program will be covered 50% by a Housing Assessment and 50% by the use of fund balance. The Housing Program Manager's work schedule would continue to be full-time in FY 2016 eliminating any impact to her benefits. The Housing Assessment portion is calculated based on the number of persons served by the program in each community since 2009 and the amount of assessment needed to balance the FY2016 budget (\$10,250). It's estimated that we will need at least \$20,000 annually to retain a professional grant writer, but since it will be December before the RFP process is complete, only half that amount will be required in FY 2016. This Option assumes an assessment would fund the entire estimated cost of the grant writer in FY 2016 (\$10,000).

Option 4 – This option assumes the \$20,500 shortfall in the Housing Program will be covered 100% by a Housing Assessment. The Housing Program Manager's work schedule would continue to be full-time in FY 2016 eliminating any impact to her benefits. The Housing Assessment is calculated based on the number of persons served by the program in each community since 2009 and the amount of assessment needed to balance the FY2016 budget (\$20,500). It's estimated that we will need at least \$20,000 annually to retain a professional grant writer, but since it will be December the RFP process is complete, only half that amount will be required in FY 2016. This Option assumes an assessment would fund the entire estimated cost of the grant writer in FY 2016 (\$10,000).

Chair Dille commented on the possibility of having a grant writer to help with the Housing Program before the anticipated January 1, 2016 start date. Mr. Heiss stated he could check with the State Procurement Office for possible assistance. Mr. Skeete

commented that he felt that covering the funding deficit for the Housing Program should come from the fund balance and the grant writer expense should be funded through member assessment fees.

A motion was made to approve a modified Option 4.

MOTION: Horatio Skeete
SECOND: Terry Hinton
ACTION: **APPROVED UNANIMOUSLY**

A motion was made to reduce the grant writer assessment from \$20,000 to \$10,000. Ms. Thornton asked why the grant writer expense was not strictly a SEAGO expense and Ms. Osborn pointed out that the membership agreed to share the expense as part of the approved FY16-20 Strategic Plan.

An amended motion was made to approve Option 1, modified to utilize fund balance to support the Housing Program in the amount of \$20,500 and fund balance use for the grant writer in the amount of \$10,000, with the caveat that this is a pilot program and there will be a future determination of the benefits to the region and a recommendation on how to best fund the programs moving forward.

AMENDED MOTION: Horatio Skeete
SECOND: Terry Hinton
ACTION: **APPROVED UNANIMOUSLY**

Chair Dille asked for a motion to approve item 4b. Fiscal Year 2015-2016 Budget. A motion was made and seconded to recommend approval of the FY16 budget.

MOTION: Horatio Skeete
SECOND: Terry Hinton
ACTION: **APPROVED UNANIMOUSLY**

5. FISCAL YEAR 2015 CDBG REGIONAL ACCOUNT APPLICATIONS

Ms. Bonnie Williams stated that the deadline for submitting this year's applications to SEAGO was May 1, 2015.

Throughout the year Ms. Williams has been in frequent contact with the CDBG contact person from all applicant communities to assist them with the planning, budgeting and preparation of their applications. After they are submitted to SEAGO, Ms. Williams reviews and revises each application as needed, in preparation for submittal to the Arizona Department of Housing (ADOH).

With the Executive Board's approval, Ms. Williams will submit all applications to the ADOH CDBG Program by the deadline of August 3. ADOH staff will review each application and be in contact with the member's CDBG contact person when that process is complete. This may take until the end of the year or longer, as now ADOH is requiring that the Environmental Review be completed before they will fund the project.

Chair Dille asked for a motion to approve item 5. Fiscal Year 2015 CDBG Regional Account Applications.

There was a discussion regarding new low-moderate income qualifying thresholds and why certain areas no longer qualify for the program.

MOTION: Deborah "Kay" Gale
SECOND: Tammy Mitchell
ACTION: **APPROVED UNANIMOUSLY**

6. DISCUSSION AND POSSIBLE RECOMMENDATION TO ADOPT ADOT'S DISADVANTAGED BUSINESS ENTERPRISE (DBE) PLAN

Mr. Vertrees explained that SEAGO receives approximately \$215,000 in Federal Transit Administration (FTA) funds for some transportation programs. In addition, SEAGO does contract with private business for some consulting services. Any recipient of FTA funds must have a DBE Plan in place to ensure that DBE's have an equal opportunity to receive and participate in ADOT-assisted contracts.

A DBE is defined as follows:

- A business that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51 percent of the stock is owned by one or more such individuals; and
- A business whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

For SEAGO to continue to receive FTA funding in FY2016 we must have a DBE Program Policy/Plan in place. ADOT provides recipients with two options:

1. Agencies can develop their own DBE plan that complies with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. Any plan developed must be approved by ADOT and FTA.
2. Agencies can formally adopt ADOT's FTA DBE Program Plan. The ADOT DBE Plan is FTA approved and is applicable to SEAGO when selecting and utilizing contract services. There does not appear to be any need for SEAGO to "reinvent the wheel". Therefore, it is recommended that we adopt ADOT's plan instead of developing our own.

Chair Dille asked for a motion to approve item 6, adoption of ADOT's DBE Plan.

MOTION: Jennifer Thornton
SECOND: Deborah "Kay" Gale
ACTION: **APPROVED UNANIMOUSLY**

7. CONSIDERATION OF FISCAL YEAR 2016 AAA CONTRACT RENEWAL RECOMMENDATIONS

Ms. Laura Villa stated that last year, the AAA solicited proposals for congregate meals, home delivered meals, housekeeping, personal care, home nursing, community nursing, in-home respite, legal assistance, transportation, case management, caregiver outreach/training, caregiver adaptive aids, and caregiver home repair. Contracts developed pursuant to the Request for Proposals were issued for Fiscal Year 2015, with an option to renew contracts for up to an additional 4 years as was expressed in the RFP.

The Executive Board must consider the contract renewal recommendations at their meeting on May 21st so that contracts can be in place and services begun by July 1st. Based on the initial funding available from ADES for the AAA services listed above, Laura developed recommendations for contract renewal funding for FY15-16.

There was a discussion regarding the availability of, and funding for, service providers and Ms. Villa and Mr. Heiss responded to questions.

Chair Dille asked for a motion to approve item 7, FY 2016 AAA Contract Renewal Recommendations.

MOTION: Horatio Skeete
SECOND: Deborah "Kay" Gale
ACTION: **APPROVED UNANIMOUSLY**

V. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss stated the August 28 board meeting (Greenlee) county has been rescheduled from August 20th due to conflict with a League of Cities and Towns annual conference. He also pointed out that there was a chance of a telephonic combined Administrative/Executive Committee meeting on June 4 to handle TAC business.

B. Private Sector Representative Vacancies

Mr. Heiss stated that as a requirement of the Economic Development Administration, SEAGO's Executive Board must have private sector representation. He also stated that he has been notified by Ms. Bernadette Polley (Cochise County) and Ms. Marie Freestone (Graham County) that they are unable to continue their service as Private Sector Representatives on the Executive Board. Mr. Heiss provided this information so Administrative Council members in the affected counties can begin to work with their elected officials to nominate qualified individuals for consideration at our August meeting.

Per SEAGO's Bylaws, Private Sector Representatives are appointed from the nominations submitted by the Member Entity Representatives from each county area, and must represent a low income or minority group, or representative organization, or represent the principal economic interests in the region, such as, but not limited to: business, industry, finance, utilities, education, the professions, agriculture, or labor.

C. Finance Report

Ms. Cindy Osborn gave an update on the finances, stating that no fund balance monies should be needed for the balance of FY15. Chair Dille complimented SEAGO staff for their ability to keep costs down.

D. SEAGO Economic Development District Report

Mr. Larry Catten gave an update on the SEAGO Economic Development District.

The recent emphasis and activity of the Economic Development Planner (EDP) has been to meet with individuals (public and private sector) involved in economic development in each community in the SEAGO Region. The purpose of the meetings is to gain an understanding of the regional economic development needs by better understanding the needs and perspectives of each community. That effort has included numerous meetings, and valuable discussions with elected and appointed officials, as well as business owners, and economic development organization leaders. To date, the meetings have included Benson, Bisbee, Douglas, Sierra Vista, Willcox, Cochise County, Pima, Safford, Thatcher, Graham County, Duncan, Greenlee County, Nogales, and Patagonia.

To broaden and deepen SEAGO's understanding of community economic development needs, this continuing initiative will include scheduling meetings in communities that have not been visited, and meeting with additional individuals in the aforementioned communities. The primary discussion in the meetings is to explore ways in which SEAGO can maximize its relevancy in the Economic Development District (EDD), and its availability as a resource for the economic development initiatives in each community. While many community economic development initiatives do not have obvious regional implications, there are also many initiatives that do have direct impact on regional economic development growth. Even the more localized economic development strategies and objectives have implications on the sustained economic growth of the entire SEAGO EDD.

Based upon the community economic development discussions, and consistent with the CEDS and SEAGO economic development strategies, the EDP is developing a list of action items intended to position SEAGO as an economic development resource on a community by community basis. As mentioned, some of the action items will have regional implications, and some are more local in nature. As an example, some of the communities have expressed a need to develop a comprehensive economic development strategic plan. They desire a relevant and practical plan that will be a guide to their respective economic development direction and activity. Pursuant to an economic development strategy identified in the recent SEAGO Strategic Planning Retreat, the EDP will assist those communities in engaging an economic development strategic planning process.

Recently, SEAGO co-sponsored and assisted in promotion of two economic development related workshops. First, was a well-attended workshop to acquaint Graham County farmers, ranchers, and small business owners with two USDA grant opportunities. The workshop was co-sponsored by the Eastern Arizona College Small Business Development Center and was held at the College. Second, ADMINISTRATIVE COUNCIL PACKET Page 43 of 45 was a workshop co-sponsored by SEAGO, and primarily sponsored by the Southeast Arizona Economic Development Group (SAEDG) in Benson. It consisted of a presentation by R. Glenn Williamson, Director of the Canada Arizona Business Council and Canadian Honorary Consul to Arizona. Mr. Williamson acquainted the audience with the significant impact that Canadian tourists have in our region. He presented information on the magnitude of Canadian winter visitors to Arizona, and how there are a significant number of Canadians who are relocating or expanding their business interests into Arizona. He also presented interesting information about the large number of Canadians who are now buying homes in Arizona as their winter, or full time residences. SEAGO will be involved as a co-sponsor of two subsequent workshops with Mr. Williamson to specifically address how to increase Canadian tourism in our region, and how to effectively market real estate opportunities to those Canadians that visit.

E. Housing Program Statistics

Mr. Heiss shared the current house program statistics for 3rd quarter:

PROGRAM	# CLIENTS	HOMES SAVED	DENIALS	WITHDRAWN	ACTIVE
NFMC	3	1			2
SOHAZ	76	14	43		19
HUD (Fed FY)	29	5	3	12	9
AG	37	8	5	12	12
TOTAL	145	28	51	24	42

Mr. Heiss stated that Ms. Julie Packer received phone calls from an additional 76 families seeking housing information in addition to the clients she is already working with during the third quarter.

Financial Education and Homebuyer Education classes were held throughout the region during the third quarter, this is encouraging since SEAGO has not held any classes for the past three years. Only one-on-one counseling was done for these issues when requested since there were not enough clients at the same time to hold classes for the past three years.

SEAGO received word April 13 that the Office of the Arizona Attorney General (AG) will not be extending the contract next year since the Governor swept all of the AG Settlement Funds back into the General Fund. This funding cut also affects the AZ Mortgage Relief Fund program that clients were referred to when they did not qualify for the Save Our Home AZ program. These clients may have no further recourse in their efforts to keep their homes.

Chair Dille requested that a column be added to the table that shows which areas the services were provided.

VI. RURAL TRANSPORTATION ADVOCACY COUNCIL (RTAC) REPORT

Mr. Kevin Adam provided the latest RTAC Legislative Update to the Administrative Council and responded to questions.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Chair Dille made a call for staff announcements &/or current events. Ms. Laura Villa announced the 1st Annual AAA Conference on June 15th and extended an invitation to all present to attend.

VIII. FUTURE AGENDA ITEMS

Chair Dille made a call for future agenda items, no one spoke.

IX. ADJOURNMENT

Chair Dille adjourned the meeting at 11:30 a.m.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER
DATE: JULY 27, 2015
SUBJECT: CONSIDERATION OF PROPOSED CHANGES TO THE ACOA BYLAWS

As you may recall, a proposal to amend Article III Section 1 of Advisory Council on Aging (ACOA) Bylaws was brought before the ACOA members on April 16, 2015. The amendment incorporated verbiage that opens memberships to all communities within each county within the region. The issue behind the proposed amendment is there has been difficulty finding representatives to serve on the ACOA from within each individual member entity. This has been especially difficult in the smaller communities where the pool of volunteers is small and over utilized.

The proposed change would have allowed recruitment of ACOA members from anywhere within each of the counties. When the Administrative Council reviewed the proposed changes, there was concern expressed that the language could potentially result in lack of representation for each SEAGO member agency. As an example, if a vacancy occurred in the Town of Patagonia, and the Town was unable to find someone from within their community to fill the vacancy, the proposed language could result in someone from Tubac, who knows little about issues relating to aging in Patagonia, being appointed to fill the vacancy.

After some discussion, the Administrative Council was comfortable with the ACOA nominating individuals from outside the jurisdictional boundaries when a vacancy occurs in representation from an incorporated city or town so long as the city or town approves the nomination. Staff was directed to draft revised language to specify that nominations to fill vacancies from incorporated communities with individuals from outside the jurisdictional boundaries of those communities be approved by the member entity where the vacancy occurred and return the matter to the ACOA for review and approval at their next meeting.

The following updated amendment to the Bylaws was unanimously approved by the ACOA at their July 16, 2015 meeting (the italicized text indicating the new language added):

“Membership on the Advisory Council shall consist of eight (8) representatives from Cochise County, four (4) representatives from Graham County, and three (3) representatives from Greenlee and Santa Cruz Counties. Representatives may reside in any of the incorporated or unincorporated

communities within each county. ***However, when a vacancy occurs in representation from an incorporated city or town, the SEAGO member entity representatives from the subject city or town must approve the nomination of any person from outside their corporate boundaries.***

Attachments: None.

Action Requested: Information Only Action Requested Below

A motion to recommend approval of the proposed amendment to Article III Section 1 of the ACOA Bylaws to the Executive Board.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER
DATE: JULY 27, 2015
SUBJECT: NOMINATIONS TO ADVISORY COUNCIL ON AGING

On November 6, 2014 the Advisory Council on Aging (ACOA) made a nomination and recommended the appointment of Rebecca Phifer for a Cochise County vacant seat.

Rebecca Phifer is an 18 year veteran from the U.S. Army, who was given a medical discharge in 1987. She moved to Arizona and started volunteering in different organizations mostly relating to domestic violence in Cochise County. After relocating to Cochise County she started to provide advocacy services to families in the areas of special education and Fetal Alcohol Spectrum Disorders. She was introduced to Eileen Tucker who is on the AZ Governor's Council for Developmental Disabilities and began serving with the Council for two years. She later became an employee of the Governments' Council for Cochise, Graham, Greenlee and Santa Cruz for several of years. Mrs. Phifer had also become a caregiver for her father-in-law, which opened up her interest in aging issues as they came across challenges when trying to get services. He passed away a couple of years ago and most recently her husband was diagnosed with Alzheimer's. Her interest is to know more about the services for elderly, especially in her area of San Simon as they have many challenges including no local newspaper, transportation services or home delivered meals.

Consideration of Ms. Phifer's nomination was held pending the ACOA's proposed changes to their bylaws and her appointment would be conditional on Executive Board approval of those changes.

In addition, a vacancy for **unincorporated** Greenlee County has occurred and an individual interested in filling that vacancy has been identified. Mr. Ruben Aguallo was nominated by the ACOA at their July 16, 2015 meeting to fill the Greenlee County vacancy. Mr. Aguallo is a retired teacher and principal who also participates in continuing adult education. He has been a youth coach and is now caring for his elderly parents. Mr. Aguallo resides in unincorporated Greenlee County.

Attachments: None.

Action Requested: Information Only Action Requested Below

A motion to recommend to the Executive Board the conditional appointment of Ms. Rebecca Phifer to the ACOA, and the unconditional appointment of Mr. Ruben Aguallo to the ACOA.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: JULY 26, 2015
SUBJECT: SEAGO 2016-2020 PROVISIONAL TIP AMENDMENT #1

The following is a Provisional TIP Amendment to our 2016-2020 TIP that was approved by the TAC at our July 16th meeting:

CCH 12-10 and CCH15-01 (Cochise County Davis Road Drainage Improvements): These two projects account for \$1,969,560 in local STP funding and were unable to meet ADOT's June 30th deadline for obtaining Federal funding authorization due to a Right-of-Way (ROW) clearance issue. ADOT finance has extended the authorization deadline to "mid-August". The project is making progress and it looks like it will meet that deadline. However, as a contingency to protect SEAGO STP funding, it is recommended that the project be tentatively reprogrammed to FY16. We will not formally move the project unless it becomes likely the project will not meet the mid-August deadline.

In addition, we need to protect our \$1,969,560 in local STP funding. ADOT finance has indicated that "as an absolute fallback position" they would consider loaning the STP funds from SEAGO to ADOT and then repay early in Federal Fiscal Year 2016. As a contingency, I will be asking for approval to tentatively loan the STP funding programmed for Davis Road in FY15 to ADOT with repayment from ADOT in FY16. We will not formally execute a loan agreement unless it becomes likely the project will not meet the mid-August deadline.

Attachment: SEAGO 2016-2010 Provisional TIP Amendment #1

Action Requested: Information Only Action Requested Below

A motion to recommend to the Executive Board the approval of SEAGO 2016-2020 Provisional TIP Amendment #1 and the approval of a provisional loan of \$1,969,560 in local FY15 STP funding to ADOT with repayment in FY16.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: JULY 28, 2015

SUBJECT: AMENDMENTS TO SECTION 10 OF THE SEAGO POLICY MANUAL

Sometime in mid-May, we discovered that the State of Arizona had updated the State Travel Policy. This was apparently done as part of a larger initiative to update the State of Arizona Accounting Manual and became effective May 1, 2015. We had not been informed of the State's intention to update their travel policy nor were we invited to comment on it before it was implemented.

All State agencies are required to comply with the new State Travel Policy and associated procedures unless otherwise authorized by law or exempted in writing by the Director of the Department of Administration. Since SEAGO administers a variety of programs and services for the State of Arizona, most, if not all, of our agreements with State agencies require that our travel reimbursements adhere to the State Travel Policy.

SEAGO's travel policy is set forth in Section 10 of the SEAGO Policy Manual and is tied directly to the State Travel Policy. The proposed amendments to Section 10 of the SEAGO Policy Manual are intended to bring it into line with the applicable requirements of the new State Travel Policy.

I have attached a summary of some of the impacts the new State Travel Policy will have on our agency. I have also attached a draft of the amendments to Section 10 of the SEAGO Policy Manual, for which we are now seeking your approval.

Attachments: Summary of New Arizona State Travel Policy; Draft Amendments to Section 10 of the SEAGO Policy Manual

Action Requested: Information Only Action Requested Below:

A recommendation to the Executive Board to approve the proposed amendments to Section 10 of the SEAGO Travel Policy.

New AZ State Travel Policy effective 5/1/2015

Travel expenses incurred should be authorized, necessary, reasonable, and appropriate. (This is consistent with the language with OMB 2 CFR 200.)

Substantiation, as set forth below, of travel expenses claimed is required.

Travel information including:

- 1) Date(s) of travel, including departure time(s) from the traveler's duty post(s) or residence and arrival time(s) at the traveler's destination(s).
- 2) Origin(s) and destination(s) of the trip. Include the complete address for the location from which one departed and the destination at which one arrived. General locations or destinations such as "Phoenix" or "Tucson" are not acceptable. (Can attach a map from MapQuest or Google Maps to show actual addresses instead of listing actual addresses on the face of travel reimbursement request.)
- 3) The route(s) taken. (Can attach a map from MapQuest or Google Maps to show route taken instead of listing route on the face of the travel reimbursement request.) However, only mileage for the most direct, most commonly traveled route will be reimbursed.
- 4) Purpose of the travel.
- 5) Amount of each travel expenditure, listed by date and location.
 - a) The meal reimbursement rate includes the cost of the meal, tax, tip and the cost of transportation between places of lodging or business and places where meals are acquired or consumed, if meals cannot be obtained within a reasonable distance from one's lodging or temporary duty post.
 - 1) The number of meals for which a traveler may be reimbursed depends upon the number of consecutive hours he is in travel status.
 - Six (6) consecutive hours in travel status entitles the traveler to be reimbursed for up to one (1) meal.
 - Twelve (12) consecutive hours in travel status entitles the traveler to be reimbursed for up to two (2) meals.
 - Eighteen (18) consecutive hours in travel status entitles the traveler to be reimbursed for up to three (3) meals.
 - 2) Tips that exceed industry standards are not to be reimbursed.
 - The industry standard for tips related to a meal served in a restaurant in the U.S. is between fifteen percent (15%) to twenty percent (20%) of the pre-tax bill.
 - The industry standard for tips related to a meal served in a buffet, fast food or carry-out establishment is zero percent (0%).
 - b) Incidentals include such things as baggage handling tips, chamber maid tips, newspapers, etc.
 - c) Reimbursements for lodging while attending a conference shall not exceed the least expensive single room rate published in the conference brochure for its designated lodging establishments.

- 6) Daily computation of business mileage, if travel involves the operation of a POV. Map mileage should be used for distances between cities and towns. The use of Internet mapping programs (such as MapQuest and Google Maps) to determine map mileage will consist of a printout of the mapping program's output showing the addresses of the origin and destination and the mileage calculation is included with the travel claim. Mileage reimbursement is limited to the mileage which would have been incurred for the most direct, most commonly traveled route.

Note: Any person operating a motor vehicle for business must possess:

- 1) A valid driver's license (one in compliance with all Arizona laws, rules and regulations) suitable for the type of vehicle being operated. This license must be current, unexpired and neither revoked nor suspended and
- 2) Liability insurance meeting the State's minimum coverage requirements.

Maximum Lodging, Meal, Parking and Incidental Expense Reimbursement Rates

If the specific city is listed in the table, use the rate applicable to the city in which the meal is taken. The same applies to lodging.

If the city is not listed but the county in which the city is located is, use the rate applicable to the county in which the meal is taken. The same applies to lodging.

If neither the city nor the county is listed, use the default rate listed at the beginning of the table. The same applies to lodging.

Airport parking in Tucson will be reimbursed the lesser of the actual amount incurred, not including any increased fee for covered parking, or, cumulatively, four dollars (\$4.00) per day.

Airport parking in Phoenix will be reimbursed the lesser of the actual amount incurred, not including any increased fee for covered parking, or, cumulatively, six dollars (\$6.00) per day.

Other

The cost of meals at business meetings when not in travel status is not normally reimbursed.

Unless an agency and/or its employees are granted specific legal authority to do so, employees may not be reimbursed for purchasing meals for non- employees.

<https://gao.az.gov/publications/saam/saam-page>

G:\4 Administration\Procurement-Fiscal Policies\State Travel Policy 5.1.15

10. Travel and Expenses

Any employee of SEAGO may claim expenses ~~and allowances~~ within the limits provided by law when in travel status on official SEAGO business away from his/her designated post of duty under the authority of the Executive Director or the employee's supervisor. Travel expenses for Executive Board members attending conferences may be reimbursed as authorized in advance by the Board.

- **Travel.** Travel which requires employees to commonly use private automobile or public transportation does not include transportation to and from work or parking associated with attendance at work.
- **Means of Travel.** Travel will be conducted in the most economical way possible, given due consideration of employee's time and convenience, as well as SEAGO expense. Group travel ~~where feasible is encouraged~~ required whenever practicable.

10.1. Reimbursement for Travel

Reimbursement for travel is limited to expense of travel by the most direct and usually traveled route. Traveling by an indirect route for pleasure and convenience will not be reimbursed.

10.2. Designated Post of Duty

The post of duty of each SEAGO employee is defined as the place where the employee spends the largest portion of his or her regular work day, or the place to which he or she returns on completion of special assignments or when not in travel status.

The designated post of duty of members of boards, commissions, authorities, councils, and committees is deemed to be their place of residence.

10.3. Travel Limitations

Where an office building or similar definite place constitutes the employee's ~~headquarters~~ post of duty, no ~~per diem travel~~ expenses shall be allowed at any location within 10 miles of said ~~headquarters post of duty~~ as determined by the ~~normal commute distance~~ most direct and usually travelled route mileage.

Where the major portion of an employee's working time is spent within a specifically assigned or limited geographical area, no ~~per diem travel~~ expenses shall be allowed at any location within 10 miles from any point on this assigned area as determined by the most direct and usually travelled route mileage, ~~unless the employee is attending an authorized luncheon or dinner meeting, as determined by the normal commute distance~~.

10.4. Residence

A place of residence shall be designated for each SEAGO employee. A residence is defined as the actual dwelling place of the employee and shall be determined without regard to any other legal or mailing address.

No reimbursement for ~~per diem travel~~ or other subsistence expenses shall be allowed on the premises of an employee's residence. In the event an employee is on field assignment away from his or her ~~designated~~ post of duty in a location in which he or she maintains a second residence, the Executive Director may, for the period of the assignment, designate such residence as the employee's primary dwelling place.

10.5. Application and Exceptions

All authorized SEAGO travel [expenses](#) must comply with A.R.S. §38-621 through §38-627, Reimbursement for Expenses, and with the State of Arizona Accounting Manual, Section [5025, Meals and Incidentals, Section 5030, Hotels, Motels and Lodging, Section 5040, Conferences, Conventions and Meetings, Section 5065, Vendor and Other Non-employee Travel, and Section 5095, Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates II-D, Travel Policy and associated supplements](#), as it currently exists or as it may be amended in the future. The [laws-rules](#) relating to travel expenses and the instructions contained therein apply to all, except where other express statutory authority governs. The guidelines set forth below are intended to be consistent with guidelines established and used by the State of Arizona. The guidelines used by SEAGO shall be considered updated as the state guidelines are updated, regardless of whether the written guidelines of this policy manual have been updated.

10.6. Amount Allowable

The amounts allowable by statute for travel are the maximums that may be claimed. In no event may any claim be for more than actual expenses incurred, or allowed, as set forth. Receipts shall be required as documentation of actual expenses incurred.

10.7. Authorization to Incur Travel Expense

~~All travel requests shall be subject to an approved travel itinerary.~~

Submitted travel [reimbursement](#) requests require written approval from the Executive Director or the employee's supervisor on the approved form.

All travel arrangements, including flight and room reservations, will be made by the employee or the supervisor and the required documentation will be ~~provided to the finance officer~~ [included with the travel reimbursement request](#).

- **In-State Travel.** Each Department is responsible for the direction of personnel traveling within the state, subject to the limitations on the form of travel and expense allowances outlined below. ~~Authorization may be for a single person or for a number of persons. In-state travel funds may be encumbered for a single trip, or for longer periods not exceeding a fiscal quarter. A SEAGO travel claim form is to be used for this purpose.~~
- **Out-of-State Travel.** [All travel requests shall be subject to an approved travel itinerary.](#) A request for out-of-state travel must be prepared in writing and routed through the immediate supervisor, as applicable.

10.8. Subsistence

~~The following~~ in-state and out-of-state travel reimbursement rates and guidelines are listed below. These guidelines are intended to be consistent with guidelines established and used by the state of Arizona. These guidelines will update as the state guidelines are updated, regardless of whether this policy has been updated.

Allowances

Air [Fare](#) [Actual \(Coach or economy Tourist only\) with receipt](#)

Auto [Mileage](#) [Current rates used by the State with route map](#)

Parking [Actual with receipt](#)

[Airport Parking](#) [Current State rates with receipt](#)

Tolls	Actual with receipt
Cab	Actual with receipt
Motel	<u>Current State rates with receipt</u> Actual/and — as — determined necessary and appropriate by the Executive Director
Other	Actual with receipt

~~Out-of-town meal expenses will be reimbursed up to a maximum of \$29.50 per day and expensed as follows:~~

Breakfast	\$ 7.00
Lunch	\$10.00
Dinner	\$17.00

~~If a person leaves town in the middle of the day, meals will be prorated for that portion of the day according to the following schedule:~~

Departure before 7 a.m.	Breakfast
Departure before 12 p.m.	Lunch, Dinner
Departure before 5 p.m.	Dinner

~~If a person returns in the middle of the day, meals will be prorated for the portion of the day according to the following schedule:~~

Return after 7 a.m.	Breakfast
Return after 1 p.m.	Breakfast, Lunch
Return after 7 p.m.	Breakfast, Lunch, Dinner

For details relating to partial day travel reimbursement and reimbursement rates for Meals and Incidentals, employees should refer to the State of Arizona Accounting Manual, Section 5025, Meals and Incidentals Section 5030, Hotels, Motels and Lodging, Section 5040, Conferences, Conventions and Meetings, and/or Section 5095, Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates. ~~If a person is traveling to a city with a particularly high cost of living, the Executive Director may approve a higher subsistence. rate and a higher per diem~~

Transportation

Transportation expenses consist of the charges for common carrier fares; private car mileage ~~allowances; overnight and day parking of privately owned cars;~~ bridge and road tolls; necessary taxi, bus, or streetcar fares; and all certain other charges essential to travel to and from the ~~designated~~ post of duty for SEAGO business.

The following transportation limitations apply.

- Reimbursement will be made only for the method of transportation which is in the best interest of SEAGO, considering expense and claimant's time.
- Expense arising from travel between residence and the designated post of duty shall not be allowed. When a trip is commenced or terminated at claimant's home, the distance traveled shall be computed from either the designated post of duty or residence, whichever is less.

- In the determination of fares or mileage paid for transportation by airplane, the point of origin or return shall be an appropriate airport facility serving the area of the employee's designated post of duty or residence, whichever results in the lesser distance or amount.

In-State/Out-of-State Transportation

Travel within [the state](#) [or out-of-state](#) may be by common carrier, or private owned or rented automobile.

- **Airlines.** Claims for transportation by scheduled airlines shall be allowed at the lowest fare available in conformity with the regular published tariffs for scheduled airlines in effect on the date of origination of the flight. [This means for conducting SEAGO business, coach or economy fares can be reimbursed; first class or its equivalent shall not be reimbursed except as otherwise provided and properly approved.](#) ~~Claims for reimbursement of higher fare or extra charges for transportation by scheduled airlines may be allowed if accompanied by a full explanation stating the facts constituting the official necessity. The claimant's flight coupon must be submitted with a claim for reimbursement.~~
- **Railroad.** Travel is permitted by statute and sleeping accommodations are considered as transportation. However, because of the scarcity of rail transportation within the state, other methods should be used.
- **Bus Lines.** Regularly scheduled inter city buses may be used where other means are inconvenient or uneconomical.
- [For details pertaining to limitations and restrictions applicable to travel by airline, railroad, and bus lines, please refer to the State of Arizona Accounting Manual, Section 5010, Travel by Way of Common Carrier.](#)
- **Privately-Owned Automobile.** When use of a privately-owned automobile is authorized, mileage will be reimbursed at the current per mile rate set by the state of Arizona on the basis of miles traveled by way of the most direct regularly traveled route between points, ~~as noted on the SEAGO comparative mileage distances among communities table.~~ [For details pertaining to limitations and restrictions applicable to travel by privately-owned automobiles, please refer to the State of Arizona Accounting Manual, Section 5015, Travel by Individually Operated Motor Vehicle, Subsection 3.](#)
- **Rental Car.** Rented automobile or other chartered means of transportation may be used when other means of travel cannot be used economically or conveniently. Reimbursement claims shall be allowed at the lowest rental/charter rate and, when applicable, on the basis of miles traveled of the most direct route. When more than one claimant travels in the same private or rented conveyance, only one claim for reimbursement of expense(s) shall be allowed. [For details pertaining to limitations and restrictions applicable to travel by rental car, please refer to the State of Arizona Accounting Manual, Section 5015, Travel by Individually Operated Motor Vehicle, Subsection 4.](#)
- **Parking.** When a claimant is in official travel status, necessary parking charges may be claimed. Receipts are required for day and overnight parking. ~~Airport parking or storage fees will be allowed only if the total cost is less than the cost of a taxicab to and from the airport.~~ [For details pertaining to limitations and restrictions applicable to reimbursement of parking charges, please refer to the State of Arizona Accounting Manual, Section 5095, Maximum Mileage, Lodging, Meal, Parking and Incidental Expense Reimbursement Rates.](#)

10.9. Use of Privately-Owned Vehicle

Employees will frequently use their privately owned vehicles in business travel for SEAGO. Mileage for the use of these vehicles will be reimbursed in accordance with other sections of this policy.

Each employee that uses his or her privately owned vehicle is expected to maintain insurance on that vehicle. Each employee is required to provide a copy of the vehicle insurance card for any vehicle that may be used for business purposes at any time that the insurance is changed. This includes policy renewals, policy updates, vehicle changes and all other changes that result in a change in insurance.

The employee's personal insurance will provide primary coverage in the event of an accident or any other claim. An employee may choose the level of insurance coverage that he or she believes is appropriate, notwithstanding that such insurance must meet the mandatory minimum insurance coverage required by applicable State laws and regulations. However, SEAGO accepts no responsibility for damage to the employee's personal vehicle. In the event of an accident, the employee and the employee's insurance company are responsible for all damage and repair to the employee's vehicle and are primary for all other claims. For details pertaining to limitations and restrictions applicable to travel by privately-owned automobiles, please refer to the State of Arizona Accounting Manual, Section 5015, Travel by Individually Operated Motor Vehicle, Subsection 3.

10.10. Other Allowable Expenses

Certain other expenses incurred while in travel status, as set forth below, may be claimed.

- **Telephone:** Local and long distance calls ~~on for~~ SEAGO business only, and when ~~charged~~claimed, should be indicated on claims requests for reimbursement. ~~Claimants in travel status making long distance calls to their post of duty or, once per day, to their residence, should be made via their SEAGO telephone credit card, or charged to their lodging with receipt attached to their reimbursement claim.~~ Charges for these calls are allowable if it can be demonstrated and documented that the hotel telephone needed to be used and was used for SEAGO business and the charges for which reimbursement is sought were for SEAGO business. (For example, a phone call back to the office would be reimbursable, but a phone call home would not.)
- **Hotel FAX, Internet or WiFi Connections:** Hotel charges for fax transmittals and copies may be allowable. Copies of faxes sent on SEAGO business must be attached to the ~~claim request~~ claim request for reimbursement and corresponding charges for fax and/or copies must be detailed on the hotel bill. Charges for hotel Internet, Wi-Fi or hot spot connections are allowable if it can be demonstrated and documented that the Internet needed to be used and was used for SEAGO business.
- For details pertaining to limitations and restrictions applicable to telephone, fax, internet, and other hotel related charges, please refer to the State of Arizona Accounting Manual, Section 5030, Hotels, Motels and Lodging.
- Conferences and meetings:
 - **In-state:** SEAGO departments are requested ~~not to~~ not schedule more employees for attendance at the same conference or meeting than is necessary and appropriate or as the budget will allow.

- **Out-of-state:** Representation of employees at a convention or meeting outside of the state is to be held to a minimum, usually 1 person. It shall be at the discretion of the Executive Director to approve additional employees' attendance at an out-of-state meeting or convention.

- **Expenses:** Expenses incurred in attending conferences and meetings of associations or organizations must be supported by a program or literature showing the opening and closing dates. Receipts for any registration fees must be attached to the ~~claim request~~ for reimbursement. For details pertaining to limitations and restrictions applicable to conferences and meetings, please refer to the State of Arizona Accounting Manual, Section 5040, Conferences, Conventions and Meetings.

~~If the registration fees include identifiable charges for meals or lodging, they will be allowed subject to the subsistence allowance. If registration fees include meals or lodging, but the cost of such meals or lodging is not separately identified, claims for subsistence allowances will be reduced by the allowable reimbursable amount for each meal or lodging as specified above. Expenses incurred in staying on after the close of a convention or meeting will not be allowed unless the most economical means of travel requires additional overnight stays.~~

10.11. ~~Claims Requests~~ for Reimbursement

All ~~claims requests~~ for reimbursement ~~will shall~~ be submitted ~~bimonthly~~ on a SEAGO ~~claim for reimbursement of travel expense~~ Travel and Expense Report form. It is highly recommended that travel claims be filed within five (5) days and not later than thirty (30) days after the return from travel.

Claims less than \$10 total for a ~~claimant~~ travel expense shall not be presented for reimbursement more than once monthly. For details pertaining to limitations and restrictions applicable to claims for reimbursement, please refer to the State of Arizona Accounting Manual, Section 5055, Travel Claims, and/or Section 5056, Delinquently Filed Employee Travel Claims.

10.12. Travel Advance

In general, the issuance of travel advances should be avoided and, under certain circumstances, may not be issued. Employees going into travel status where ~~per diem travel~~ expenses will be claimed for a period exceeding ~~48 hours~~ three (3) or more consecutive days may request a temporary travel advance in an amount not to exceed ~~100~~ eighty (80) percent of estimated lodging and meals ~~per diem for the length of the travel assignment~~. In applying for an advance, the employee shall complete and sign a ~~travel authorization~~ SEAGO Employee Travel Advance Request form and submit it to their supervisor for approval. The travel authorization form will be forwarded to the Executive Director for consideration and possible approval. When approved, ~~The~~ completed form ~~should shall~~ be submitted to the finance office at least ~~one~~ two (2) weeks before the advance is required. Advances shall constitute a lien upon wages of an employee.

~~When a claimant who has received an advance submits a claim for reimbursement, it shall be the responsibility of both the claimant and SEAGO to show on the claim the amount of the travel advance. If the amount of the travel warrant is greater than the amount advanced, a check shall be drawn to reimburse the employee in the amount of the difference. If the amount of the advance is greater than the travel warrant, the difference shall be immediately paid by the employee. The Executive Director may, at his discretion, allow for excessive advances to be deducted from future claimant's claims.~~

A travel advance must be settled by submitting a SEAGO Travel and Expense Report and an excess advance within 5 days after the travel period ends.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: JULY 28, 2015

SUBJECT: COCHISE COUNTY EXECUTIVE BOARD PRIVATE SECTOR REPRESENTATIVE

As reported at your May meeting, I have been notified by Ms. Bernadette Polley (Cochise County) that she is unable to continue their service as Private Sector Representatives on the Executive Board. Our Board must have private sector representation as a requirement of the Economic Development Administration. Per SEAGO's Bylaws, Private Sector Representatives are appointed from the nominations submitted by the Member Entity Representatives from each county area, and must represent a low income or minority group, or representative organization, or represent the principal economic interests in the region, such as, but not limited to business, industry, finance, utilities, education, the professions, agriculture, or labor.

I have been in contact with the elected officials from Cochise County who are currently serving on the Executive Board and have solicited their nominations for a new private sector representative. In response, Mayor Ron Oertle (Bisbee) called me to nominate Ms. Ilona Smerekanich, former tourism director for the City to serve in this capacity.

After eleven years of service, Ms. Smerekanich recently retired from her position of Tourism Manager for the City of Bisbee. Her focus in that position was the promotion of Bisbee and Cochise County as a tourist destination. Through the years, Ilona served on many committees including the Cochise County Tourism Council, the Arizona Office of Tourism Advisory Board, the Freeport-McMoRan Community Partnership Panel, the SEAGO CEDS Committee, the Arizona Centennial Committee, the Bisbee Arts Commission, the Arizona Watchable Wildlife and Tourism Association, Friends of the Warren Ballpark and many more too numerous to mention. Ms. Smerekanich is a member of the Bisbee Woman's Club, the Bisbee Professional Women, and the Bisbee Corral of Westerners.

Tourism and travel is Arizona's number one export-oriented industry. In 2014, spending by visitors generated approximately \$5.9 billion in Arizona lodging, food services, recreation, transportation and retail businesses. Travel is especially important in the rural areas of the state, where manufacturing and traded services are less prevalent. Considering Ms.

Smerekanich's experience and qualifications in the tourism industry, I think you will agree she is a good candidate for service on the Executive Board as a private sector representative for Cochise County.

Attachments: None.

Action Requested: Information Only Action Requested Below:

A recommendation to the Executive Board that Ms. Ilona Smerekanich be appointed to fill the Cochise County Private Sector Representative vacancy on the Executive Board.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: JULY 28, 2015
SUBJECT: RESOLUTION NO. 2015-04

As some of you may recall, in response to the requirements of Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and ADOT, SEAGO developed a Title V Plan in July 2011. The purpose of the Plan is to describe how SEAGO intends to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region. At the time the Plan was developed, there was no federal requirement that such a plan be approved by an agency's governing board. Since that time, the FTA has revised its Circular 4 702.1 B, which, among other things, now requires approval of Title VI plans by an agency's governing board.

While ADOT will accept the minutes of a meeting as evidence of governing board approval, the minutes do not become official until approved at a subsequent meeting. Because meetings of the SEAGO Executive Board occur quarterly, approval of the August 28th meeting minutes will not be considered until November – well after the deadline for ADOT to submit our Title VI plan to FTA. Therefore, I have prepared a Resolution for your consideration which, if adopted, will provide immediate evidence of the Executive Board's approval of SEAGO's Title VI Implementation and Public Participation Plan dated August 1, 2015.

Due to the amount of paper inclusion of the Title VI Plan would add to your meeting packet, we have posted the Plan to SEAGO's website for your review. The Plan can be read or downloaded by clicking the following link:

<http://seago.org/?q=august-6-2015-administrative-council-meeting>

Attachments: Resolution No. 2015-04

Action Requested: Information Only Action Requested Below

A motion to recommend approval of Resolution No. 2015-04 to the Executive Board.



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

RESOLUTION NO. 2015-04

A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION APPROVING THE ORGANIZATION'S TITLE VI IMPLEMENTATION AND PUBLIC PARTICIPATION PLAN DATED AUGUST 1, 2015

WHEREAS, the SouthEastern Arizona Governments Organization (SEAGO) is a council of governments serving the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

WHEREAS, the SouthEastern Arizona Governments Organization is a subrecipient of funding from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) passed through Arizona Department of Transportation (ADOT), to carry out an annual work plan consisting of transportation and public transit planning activities; and

WHEREAS, Pursuant to 23 CFR 635.102, ADOT has the authority to delegate project administration and management to subrecipients and Local Public Agencies (LPAs) including any city, county, township, municipality, or other political subdivision that may be empowered to cooperate with the ADOT in highway matters; and

WHEREAS, as an LPA and subrecipient of FHWA and FTA funding, SEAGO is required to carry out its transportation planning duties and obligations in accordance with all applicable federal requirements, including but not limited to Title VI of the Civil Rights Act of 1964, which requires outreach to underserved groups; and

WHEREAS, in accordance with Title VI requirements, SEAGO has developed a Title VI Implementation and Public Participation Plan, the purpose of which is to describe how SEAGO intends to ensure that underserved individuals are provided meaningful opportunities to become involved in the transportation planning process within the SEAGO region; and

WHEREAS, FTA Circular 4 702.1 B, as revised, now requires Governing Board approval of Title VI plans.

NOW, THEREFORE, BE IT RESOLVED that the SEAGO Executive Board hereby approves the Title VI Implementation and Public Participation Plan dated August 1, 2015.

Passed and adopted by the SEAGO Executive Board on this 28th day of August 2015.

Randy Heiss, Executive Director
SouthEastern Arizona
Governments Organization

Bob Rivera, Chair
Executive Board

SEAGO Member Entities

Cochise County

Benson

Bisbee

Douglas

Huachuca City

Sierra Vista

Tombstone

Willcox

Graham County

Pima

Safford

San Carlos

Apache Tribe

Thatcher

Greenlee County

Clifton

Duncan

Santa Cruz County

Nogales

Patagonia

SEAGO Main Office

Administration CDBG

Economic Dev. Housing

Transportation

1403 W. Hwy 92

Bisbee, AZ 85603

520-432-5301

520-432-5858 Fax

Area Agency on Aging Office

300 Collins Road

Bisbee, AZ 85603

520-432-5301

520-432-9168 Fax

www.seago.org



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: JULY 26, 2015
SUBJECT: SEAGO/SVMPO JOINT REGIONAL STRATEGIC HIGHWAY SAFETY PLAN

In June, the SEAGO Administrative and Executive Committees approved a \$350,000 HSIP project that will allow SEAGO to develop a Joint Regional Strategic Highway Safety Plan with SVMPO. Attached is the Study Framework/Scope of Work approved by ADOT. Considering the complexity of the project, SEAGO feels the region would be best served using a consultant that has experience in the development of Regional Strategic Highway Safety Plans. The amount of the awarded contract will not exceed \$315,000. The remaining \$35,000 includes our In-Kind Match responsibility (\$19,950), ADOT Administrative Fees (\$9,430) and SEAGO's estimated costs for staff to manage and oversee the program (\$5,620). SEAGO's procurement procedures require that any expense over \$10,000 must have prior approval of our Executive Board before going to bid.

I will be glad to answer any questions about this request and/or the study framework at the meeting.

Attachments:

SEAGO/SVMPO Framework for Developing a Joint Regional Strategic Highway Safety Plan

Action Requested: Information Only Action Requested Below

A motion to recommend to the Executive Board to allow SEAGO staff to develop a 'Request for Proposals', to advertise for, and to select a consultant to provide the services outlined in the study framework that is attached to this memorandum.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER
DATE: JULY 27, 2015
SUBJECT: RESOLUTION NO. 2015-05

Attached for your consideration is SEAGO Resolution No. 2015-05. This resolution is to express SEAGO Executive Board support for the City of Benson relative to the development of a master-planned community project proposed by El Dorado Benson, LLC.

The development project called “The Villages at Vigneto” comprises approximately 12,300 acres within the Benson city limits. Once completed, the development will consist of approximately 28,000 homes as well as commercial and recreational development consistent with the planned community. A preliminary economic impact report by Dr. Robert Carreira, President of UsEconomicResearch, indicates that during the peak of the proposed project’s 20 year build-out period approximately 16,000 jobs will be created in Benson and the surrounding region, and that after the project is completed, approximately 8,500 permanent jobs will continue in perpetuity.

The resolution acknowledges that the project has the potential to create environmental issues relative to ground and surface water quality and quantity, as well as the preservation of wildlife in the area.

The resolution support is based upon the positive and significant economic development impact that the project will have in the region, It also expresses confidence that the Benson City Council will consider all economic development and environmental issues, and act in the best interest of the citizens of Benson.

Attachment: Resolution No. 2015-05

Action Requested: Information Only Action Requested Below:

A motion to recommend approval to the Executive Board of Resolution 2015–05, Supporting the City of Benson Regarding The Villages at Vigneto Master-Planned Community Development Project Proposed by El Dorado Benson, LLC.



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

RESOLUTION NO. 2015-05

A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION SUPPORTING THE CITY OF BENSON REGARDING THE VILLAGES AT VIGNETO MASTER-PLANNED COMMUNITY DEVELOPMENT PROJECT PROPOSED BY EL DORADO BENSON, LLC

WHEREAS, the SouthEastern Arizona Governments Organization (SEAGO) has been designated by the Economic Development Administration (EDA) as an Economic Development District (EDD) for the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

WHEREAS, the economic distress in these four counties is demonstrated by the continuation of high foreclosure levels, high levels of unemployment, and persistently low median family incomes in the majority of the SEAGO Region; and

WHEREAS, the SEAGO EDD is desirous of expanding activities which advance the economic development and job creation within the four-county region; and

WHEREAS, El Dorado Benson, LLC, has proposed a master-planned community development project named "The Villages at Vigneto," located in the City of Benson, Arizona, comprising approximately 12,300 acres, and once completed, will consist of approximately 28,000 homes as well as commercial and recreational development consistent with the planned community; and

WHEREAS, a preliminary economic impact report by Dr. Robert Carreira, President of UsEconomicResearch, indicates that the proposed project will have an estimated \$24 billion economic impact, approximately 16,000 jobs will be created in Benson and the surrounding region during the peak of the proposed project's 20 year build-out period, and that after the project is completed, approximately 8,500 permanent jobs will continue in perpetuity; and

WHEREAS, it is acknowledged that environmental issues have been raised, and the subject project has the potential to create adverse impacts relative to ground and surface water and riparian habitat in the area; and

SEAGO

Member Entities

Cochise County

Benson

Bisbee

Douglas

Huachuca City

Sierra Vista

Tombstone

Willcox

Graham County

Pima

Safford

San Carlos

Apache Tribe

Thatcher

Greenlee County

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520-432-9168 Fax

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WHEREAS, the Mayor and Council of the City of Benson and other Benson City officials are diligently working with the project developer and City constituents to assure that the proposed project adequately addresses all relevant infrastructure requirements and environmental issues.

NOW, THEREFORE, BE IT RESOLVED; by the SEAGO Executive Board that it hereby expresses its support for the master-planned community development The Villages at Vigneto project proposed by El Dorado Benson, LLC, as a means for substantial economic growth within southeastern Arizona.

BE IT FURTHER RESOLVED, that the SEAGO Executive Board is confident that the actions taken by the City of Benson will adequately and responsibly address the economic impact, community impact, and environmental impact of the subject master-planned community development project, and will ensure the project will be in the best interests of the citizens of the City of Benson and the surrounding region.

Passed and adopted by the SEAGO Executive Board on this 28th day of August 2015.

Randy Heiss, Executive Director
SouthEastern Arizona
Governments Organization

Bob Rivera, Chair
Executive Board



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JULY 28, 2015
SUBJECT: FUTURE MEETING DATES

The Administrative Council normally meets at 9:00 a.m. on the first Thursday of February, May, August and November at the Cochise College Benson Center, located at 1025 Highway 90 in Benson, Arizona. The Executive Board normally meets at 10:00 a.m. on the Fridays two weeks following the Administrative Council meetings unless there is a holiday, or unless the Board sets an alternative date. The location of each Executive Board meeting is determined by the jurisdiction hosting the meeting, and therefore varies.

Administrative Council	Executive Board
November 5, 2015	November 20, 2015 Santa Cruz County
February 11, 2016*	February 26, 2016* Cochise County
May 5, 2016	May 19, 2016 Graham County
August 4, 2016	August 18, 2016 Greenlee County

** The February 2016 meeting dates will be moved one week as shown to avoid a conflict with the ACMA Winter Conference.*

Also, below please find the schedule for the combined telephonic Administrative and Executive Committee meetings in the coming 12 months:

Combined Administrative and Executive Committee Meetings (telephonic)
October 1, 2015
December 3, 2015
March 31, 2016
June 2, 2016

Attachments: None.

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: JULY 28, 2015

SUBJECT: IMPLEMENTATION OF STRATEGIC PLAN GOALS

Below is a brief report on the implementation of the goals set forth in our FY 2016 – FY 2020 Strategic Plan:

Goal 1, Tactic A - Increase Central Administration Resources: The timeframe for implementation of this Tactic was June 30, 2015 and it is now substantially complete. We advertised for the position of Office Assistant II in May and received more than 20 applications from the Bisbee, Douglas and Sierra Vista areas. The applicant pool was vetted and reduced to five candidates to be scheduled for interviews.

Interviews were held on June 19th and John Merideth was identified as the most qualified applicant. John was offered and has since accepted the position. John has an impressive range of skills and experience and began work July 6th, at which time he was oriented and began his job specific training. In addition to a broad variety of responsibilities, John has assumed many of the duties currently performed by Zoya Greene who has advanced to full-time in the Assistant Mobility Manager position with the SEAGO Transportation Program. Please note that this Tactic is identical to Goal 2, Tactic B in our strategic plan.

Goal 1, Tactic B – Procure Professional Grant Writing Services: I have begun developing a Request for Proposals for Regional Grant Writing Services and estimate it is 50% complete. I would have completed it by this time but for FY 2015 AAA subrecipient monitoring responsibilities that are required to be completed by mid-August. I am confident I will have the RFP published by the end of September. Please note that this Tactic is identical to Goal 3, Tactic A in our strategic plan.

Goal 2, Tactic A - Expand Current Public Information and Outreach Activities in Regional Newspapers: The timeframe for implementation of this Tactic was June 30, 2015 and it is now substantially complete. Meetings were held with the publishers of Wick Communications newspapers in the region to determine desired content and informal agreement was reached for them to use the submitted content as column space is available.

There have since been several articles submitted that were of interest to the entire region. All of them have been published in the SV Herald and the Eastern Arizona Courier. Only one of them has been published in the Nogales International affiliate known as the Weekly Bulletin (covering eastern Santa Cruz County). Additional outreach has included contact with the editors of the Douglas Dispatch and the Benson News-Sun, and we will continue working to build on our relationship with the remaining Wick Publications editors. We will

also be reaching out to the Nogales International to determine the reasons the submitted content was not published. I have also been e-mailing these same articles to the Executive Board for their information and have requested that if they see an article they felt was worthy of publication, but did not see it published locally, to please contact the editor of their local Wick newspaper and inquire about it.

Attachments: None

Action Requested:

Information Only

Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CINDY OSBORN, ACCOUNTS MANAGER
DATE: JULY 28, 2015
SUBJECT: FINANCE REPORT

The preliminary Statement of Revenues & Expenditures for the period July 1, 2014 through June 30, 2015 is attached. I will attempt to answer any questions you may have regarding the finance report at the meeting.

Attachments: FY15 Statement of Revenues and Expenditures

Action Requested: Information Only Action Requested Below

SEAGO

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

From 7/1/2014 Through 6/30/2015

(In Whole Numbers)

Preliminary

		Current Period Actual	YTD Actual	Total Budget	Percentage of Budget Used
Revenue					
General Fund	101	11,735	11,735	19,028	61.67%
Agency Response	301	40,667	40,667	36,040	112.83%
Community Development Block Grant	302	126,841	126,841	106,837	118.72%
Economic Development	303	96,034	96,034	110,357	87.02%
Housing	305	94,208	94,208	102,488	91.92%
Environmental Quality	306	2,985	2,985	7,250	41.17%
Elderly Transit	307	17,007	17,007	20,000	85.03%
Public Transit	308	17,451	17,451	20,000	87.25%
State Planning & Research	309	129,149	129,149	156,250	82.65%
Area Agency on Aging	310	354,898	354,898	395,507	89.73%
Regional Mobility Management	311	135,677	135,677	180,249	75.27%
Traffic Count	312	28,504	28,504	79,546	35.83%
RMM Training	314	28,867	28,867	73,150	39.46%
Total Revenue		1,084,022	1,084,022	1,306,703	82.96%
Expenses					
General Fund	101	22,267	22,267	19,028	117.01%
Agency Response	301	12,921	12,921	28,240	45.75%
Community Development Block Grant	302	110,894	110,894	106,837	103.79%
Economic Development	303	96,137	96,137	110,357	87.11%
Housing	305	74,625	74,625	95,272	78.32%
Environmental Quality	306	2,985	2,985	7,250	41.17%
Elderly Transit	307	17,007	17,007	20,000	85.03%
Public Transit	308	17,451	17,451	20,000	87.25%
State Planning & Research	309	129,149	129,149	156,250	82.65%
Area Agency on Aging	310	353,787	353,787	390,257	90.65%
Regional Mobility Management	311	135,677	135,677	180,249	75.27%
Traffic Count	312	28,504	28,504	79,546	35.83%
RMM Training	314	28,867	28,867	73,150	39.46%
Total Expenses		1,030,271	1,030,271	1,286,437	80.09%
Balance		53,751	53,751	20,266	265.22%

Preliminary



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER (EDP)
DATE: JULY 27, 2015
SUBJECT: SEAGO ECONOMIC DEVELOPMENT DISTRICT (EDD) REPORT

The initiative by the EDP of meeting with the Region's economic development principals and stakeholders continues as an important element of his activity. Arising from the visits to date are several community and regional economic development initiatives that are at various stages of SEAGO involvement and progress. While the following is not an all-inclusive or prioritized list, it sets forth the primary and most promising areas for SEAGO to add value to the Region's economic development:

1. Collaboration with Local First Arizona.

Local First Arizona is an organization devoted to the localist paradigm of maximizing a community's efforts (public and private) to enhance the local business community with programs, events, and policies that create an atmosphere for local business to start, grow, prosper, and give back to the community. This initiative involves SEAGO working with representatives from Local First Arizona, and community and business leaders in the Region to identify community needs, identify opportunities to assist local businesses, and develop strategies to address those needs and opportunities. The Sierra Vista Chamber of Commerce is working with SEAGO and Local First Arizona to develop an appropriate business development approach in that City, and the Graham County Chamber of Commerce and Gila Valley Economic Development Corporation are also committed to developing a "local first" program that meets the needs of that area. Successful development of "local first" awareness in these two communities will provide SEAGO with the opportunity to introduce and assist other communities in implementing similar programs.

2. Bi-monthly Meeting of the Cochise County Economic Development Professionals.

Cochise County has a number of economic development professionals engaged in economic development activity for their respective geographical areas and political subdivisions. Each is deeply involved in viable economic initiatives for the communities they represent. However, most are not fully aware of the activity, projects, programs, and events of the other communities in the county. SEAGO has established bi-monthly meetings to bring all of the economic developers in the county together to raise awareness of the parties' respective activities, and to identify areas of collaboration and partnership. The meeting agenda allows each economic development professional to provide an update of their respective activity, explore areas that the professionals can collaborate on existing economic development activities in each community, and discuss new areas of partnership

and collaboration by and between each community.

3. Gila Valley Economic Development Corporation (Graham County) Strategic Planning Initiative.

The newly formed Gila Valley Economic Development Corporation (GVEDC) is moving toward the engagement of a strategic planning process to develop an economic development strategic plan. They are currently accumulating the necessary capital to begin the process, and anticipate retaining a firm to lead the effort in the near future. SEAGO is providing technical assistance to the GVEDC, and will assist, as deemed appropriate by the GVEDC, throughout the strategic planning process. To date, SEAGO has provided GVEDC with a draft RFP for selecting of a firm to lead the strategic planning initiative.

4. Development of Workshops/Seminars for Economic Development Principals in the Region.

The SEAGO EDD is currently working on five (5) economic development Workshops for the Region:

- a. Cross Border Relations Workshop – SEAGO is Partnering with the Sierra Vista Economic Development Foundation, and the North American Research Partnership in developing a workshop devoted to acquainting local business people with important cultural considerations for doing business with Mexican businesses and with Mexican customers.
- b. Local Economic Development Incentives – This SEAGO led workshop will be directed toward local government elected and appointed officials. The curriculum is intended to assist those officials in understanding how and when incentives can be utilized for 1) new business attraction, 2) local business expansion, and 3) local business retention. The workshop will explore “no cost” incentives, “low cost” incentives, and incentives for which a future monetary return to the community can be demonstrated.
- c. Export Boot Camp – In partnership with the Arizona Commerce Authority, SEAGO will promote and host an export training program to business people who have a genuine interest in developing the export potential of their business. The Export Boot Camp is a 60 day course which includes 3 “in class” sessions, and the assignment of an export mentor for the participating businesses. At the conclusion of the 60 day period, the businesses, with assistance from the mentor, will present their export plan to a panel of export experts for their recommendations on the plan, and implementation strategies.

Presently, after some discussion with wineries in the SEAGO Region, it is anticipated that the wineries could be a “pilot program” for the course. If successful, the course could be expanded to other businesses in the Region.

- d. Realtors Selling to Canadian Home Buyers - There are a large number of Canadians purchasing homes in Arizona; some for winter residences and some for permanent residences. SEAGO, in partnership with the Canada Arizona

Business Council will conduct a workshop intended to acquaint realtors in the SEAGO Region with the Canadian home buying potential, and ways to effectively market to Canadian visitors/home buyers.

SEAGO will continually work with the Cochise College SBDC, the Eastern Arizona College SBDC, the Arizona Commerce Authority, the Arizona Rural Development Council, the Arizona Association for Economic Development, Local First Arizona, and other relevant and viable organizations to provide appropriate training for communities in the Region and for businesses located therein.

5. Visa Assist Program for Mexican Residents - Currently, residents in Agua Prieta, Sonora and Cananea, Sonora must travel to Nogales to obtain visas to enter the U.S. That effort is costly as it requires a 2 to 3 day process, and associated costs, to travel to Nogales and complete the application process. SEAGO, in partnership with Douglas and Sierra Vista is working with the American Consulate Office in Nogales to reduce, to one day, the required time frame to complete the application, thereby significantly reducing the cost to obtain a U.S. Visa. If successful this program would allow more Mexican Nationals to obtain visas and enter the region for shopping. SEAGO is currently working on an outline of the program and Douglas City is working on the logistics, and cost of a transportation system to and from Nogales, Sonora.
6. City of Bisbee/University of Arizona Tech Park/Freeport McMoran Partnership – SEAGO will provide technical assistance to Bisbee in the pursuit of a project that would provide for a mining and mine reclamation cooperative of the above noted entities. While this initiative is still in preliminary stages, the intent would be to create a sustainable product development and training program, and facilities, in Bisbee that could be used by mining companies in the development of mining and mine reclamation products and services. The University of Arizona, and mining and mine reclamation companies, could utilize Freeport McMoran’s Copper Queen Mine as a “real mine” environment to test developing products and services.
7. Support and Technical Assistance for the Proposed Douglas Commercial Port-Of-Entry – The City of Douglas has proposed, and is in discussion with federal authorities for the development of a new port-of-entry in the Douglas area. The intent is to adequately serve the growing need for an efficient commercial border crossing in Douglas, thereby reducing the significant strain and delays at the current Douglas crossing. A commercial port-of-entry in Douglas will provide the opportunity to substantially increase the commercial transportation traffic between Mexico and Arizona at that location. The expanded commercial traffic could present significant supply chain, and product distribution opportunities in communities throughout the SEAGO Region. Currently, SEAGO is assisting in a letter campaign to Arizona’s Congressional Delegation support of the port-of-entry.
8. U.S. Department of Agriculture Rural Community Development Initiative (RCDI) Grant – The RCDI Grant is a viable economic development grant for all communities in the SEAGO Region. This year (2015), the Gila Valley Economic Development Corporation considered applying for the RCDI grant to facilitate its economic strategic planning initiative. However, they determined that the remaining time for

submittal was not adequate to complete the detailed application package. This year SEAGO will take the lead to work with all interested communities in the Region to prepare a 2016 RCDI Grant application that will include funding for economic development initiatives for each of the interested communities. It is anticipated that having an entire year to determine the communities interested in participating in the grant application, acquiring all of the requisite data, and drafting the grant application will allow for SEAGO to submit a complete and “winning” grant application.

9. Benson Master Planned Community Project – El Dorado Holdings, Inc., a substantial Arizona community development company, has purchased property in Benson and is proposing a 12,000 acre, 28,000 housing unit master planned community development. Current economic analysis by Dr. Robert Carreira, Cochise College Director of the Center for Economic Research, and consultant to El Dorado Holdings, has provided economic analysis indicating that the development will have significant economic benefits to Benson and Cochise County during the project’s proposed 20 year build-out phase, and continue to provide a strong economic base in perpetuity. SEAGO is providing support and technical assistance to the City of Benson and Southeast Arizona Development Group, a local economic development organization.
10. Patagonia Business Incubator - SEAGO is providing support and technical assistance to the town of Patagonia in its due diligence exploration of an art related business incubator utilizing the vacant elementary school in the community, and the mentoring of existing artisans in the community.
11. Chiricahua National Monument Initiative – SEAGO is providing support and technical assistance to the City of Sierra Vista effort to have the Chiricahua National Monument converted from a monument to a national park. The motivation for the initiative is that a national park in southern Arizona will attract more tourists than does a national monument, and the entire region will benefit from increased tourism. To be successful, the conversion will require Congressional action, and will likely require aggressive support building and lobbying. It is anticipated that SEAGO will be the primary conduit to build regional support in affected areas of Arizona and New Mexico.
12. CEDS – While appearing last on this list of SEAGO EDD activity, the CEDS is a top priority for this year. By statute, SEAGO EDD is required, by June 30, 2016 to submit its proposed CEDS for the period from 2016 to 2021.

The EDP encourages you comment on the above SEAGO activities, as well as any other initiatives that you think should be pursued in the near future.

Action Requested:

Information Only

Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: JULY 27, 2015
SUBJECT: TRAFFIC COUNT REPORT

The following is a brief status report involving our Traffic Count Program being conducted by Works Consulting:

- **Traffic Counting:** A listing of 125 count locations requested by our member agencies has been completed and confirmed by Works Consulting. Counting of those sites shall commence once school is back in session (mid-August). Works is currently compiling a list of approximately 200 count locations needed to meet HPMS requirements in March. Those locations will be counted by the end of the year.
- **Highway Performance Monitoring System (HPMS):** Works processed all four counties centerline files for consumption by the HPMS and All Roads centerline process at ADOT. Works also reviewed the HPMS file that ADOT published at the MS2 web portal for local government editing. During their review, they found that the conversion effort (that ADOT used the previous year) created at least 238 errors on the file – mostly in the category of surface type. Works corrected the ADOT database and did as many updates involving new changes that they could determine through aerial imagery and known construction activity. Works did submit HPMS required data and changes to ADOT on March 26th.
- **Traffic Data Management System (TDMS):** Works provided technical assistance to Cochise County involving the integration of the new counting program and equipment with our TDMS site. Works has uploaded all traffic count data generated at the local level provided to them into our TDMS database. This data is available to all of our jurisdictions and the general public on our SEAGO Transportation Website: <http://seago.org/?q=traffic-and-population-data>
- **Technical Assistance Requests:** Works provided technical assistance to Greenlee County to make their roadway inventory supportable in their GIS. Works conducted two limited traffic counting exercises requested by Santa Cruz County and Douglas for Rio Rico/Interstate 19 and well as for the Chino Road in Douglas. That data has been uploaded to MS2. Works has been working with our four counties to get their GIS centerline files in good shape for the data sharing and submittal process.

Action Requested:

Information Only

Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: JULIE PACKER, HOUSING PROGRAMS MANAGER
DATE: JULY 23, 2015
SUBJECT: FY 15 HOUSING PROGRAM INFORMATION

The attached form shows the housing statistics for FY15 broken out by each entity.

SEAGO Housing has been awarded \$18,165.32 for Comprehensive Counseling. This is the HUD funding through our intermediary NCRC for the time period of October 1, 2014 through March 31, 2016.

I continue to work mostly with people who are still having mortgage issues. Unfortunately, there are rumblings about a "Housing Crisis 2" due to home values in some areas once again sky rocketing without any real reason instead of the slower and steady pace.

Board Action Requested: Information Only Action Requested Below

ENTITY OR COMMUNITY	INFO CALLS*	PRE-PURCHASE, DELINQUENCY (non -SOHAZ) POST-PURCHASE, RENTAL, FINANCIAL	SAVE OUR HOME AZ
Benson	31	3	6
Bisbee	66	3	0
Douglas	73	14	6
Huachuca City	28	2	3
Sierra Vista	81	7	21
Tombstone	24	2	0
Willcox	26	1	0
Cochise County	72	9	5
Pima	22	3	7
Safford	51	3	16
Thatcher	36	3	4
Graham County	30	3	6
Clifton	8	1	2
Duncan	6	0	0
Greenlee County	6	1	0
Nogales	68	7	8
Patagonia	28	2	1
Santa Cruz County	77	8	7
San Carlos Apache Tribe	0	0	0
TOTAL	733	72	92