



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: OCTOBER 29, 2015
SUBJECT: ADMINISTRATIVE COUNCIL MEETING

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

Thursday, November 5, 2015 at 9:00 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

9:00 A.M., THURSDAY, NOVEMBER 5, 2015
COCHISE COLLEGE BENSON CENTER
1025 HIGHWAY 90
BENSON, ARIZONA

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS	Chair Dille	
II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)	Chair Dille	
III. CALL TO THE PUBLIC	Chair Dille	
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VIII.	FUTURE AGENDA ITEMS	Chair Dille	
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
AUGUST 6, 2015**

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

MEMBERS PRESENT: Cooper, Terry – Graham County
Johnson, Jestin - City of Bisbee (*by phone*)
McGaughey, Ian – City of Clifton (*by phone*)
Skeete, Horatio - City of Safford
Soltis, Tedmond - City of Willcox
Stephens, William – City of Benson
Thornton, Jennifer (*for Chuck Potucek*) - City of Sierra Vista
Vlahovich, Jim – Cochise County (*by phone*)

STAFF PRESENT: Catten, Larry - Economic Development Planner (*by phone*)
Heiss, Randy - Executive Director
Merideth, John - Office Assistant
Osborn, Cindy - Accounts Manager
Vertrees, Chris - Transportation Planner
Williams, Bonnie - CDBG Program Manager

GUESTS: Adam, Kevin – RTAC
Boyle, Kathy - ADOT

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.

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 May 7, 2015 Minutes
 - b. Consideration of the Proposed Changes to the ACOA Bylaws
 - c. Nominations to the Advisory Council on Aging
 - d. Provisional Fiscal Year 2016-2020 TIP Amendment #1

Mr. William Stephens made a motion to approve Consent Agenda items 1.a. – 1.d.

MOTION: William Stephens
SECOND: Jennifer Thornton
ACTION: **APPROVED UNANIMOUSLY**

2. Discussion and Possible Approval of the Proposed Amendments to Section 10 of the SEAGO Policy Manual

Mr. Randy Heiss informed the Council about the recent State of Arizona travel policy changes and responded to questions from the Council. He reported that SEAGO's travel policy has been updated as a result of the State of Arizona travel policy changes which became effective May 1, 2015. Mr. Terry Cooper commented that it would simplify things if SEAGO just adopt the State travel policy and Mr. Heiss replied that many portions of the revised State travel policy were too broad and did not directly apply to SEAGO. There was further discussion regarding the advantages and disadvantages of adopting the State policy or revising the existing SEAGO policy. Ms. Kay Gale reported that Greenlee County also follows the State's travel policy. Chair Dille inquired whether SEAGO was required to follow the State policy and Ms. Osborn responded that per CFR 200 SEAGO, as a pass through entity, had the option of adopting it as-is or with more restrictive modifications. Ms. Osborn also mentioned that SEAGO is obligated to follow the reimbursement rates as established by the State.

MOTION: Tedmond Soltis
SECOND: William Stephens
ACTION: **APPROVED UNANIMOUSLY**

3. Discussion and Possible Approval to Fill the Vacant Cochise County Private Sector Position on the Executive Board

Mr. Heiss reported on the two private sector representative vacancies one each in Cochise and Graham Counties. He further reported that a nomination had come from Bisbee Mayor Ron Oertle who nominated Ms. Ilona Smerekanich, former

tourism director with the City of Bisbee, to fill the vacant Cochise County private representative vacancy. Mr. Heiss also reported that Mr. Kurt Palmer, the new director of the Graham County Chamber of Commerce, had expressed an interest in serving as the Graham County private sector representative but did not do so in time for the nomination to be included for this meeting and it would be brought before the Administrative Council at their November meeting.

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

4. Discussion and Possible Approval of Resolution No. 2015-04

Mr. Chris Vertrees reported that there is a federal requirement that SEAGO's Title V Plan be approved by its governing board. He stated that since SEAGO's August 28, 2015 Executive Board minutes would not be approved until November, Resolution No. 2015-04 is being presented for approval in order to provide ADOT with immediate evidence of the Executive Board's approval of SEAGO's Title VI Implementation and Public Participation Plan dated August 1, 2015.

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

5. Discussion and Possible Approval to issue a Request for Proposals for Consulting Services to Complete a Regional Strategic Highway Safety Plan

Mr. Vertrees reported on the need to use a consultant that has experience in the development of Regional Strategic Highway Safety Plans. He reported that the study framework had been jointly developed by SEAGO and SVMPO.

A motion was made 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 developed by SEAGO and SVMPO.

MOTION: Jennifer Thornton
SECOND: Terry Cooper
ACTION: **APPROVED UNANIMOUSLY**

6. Discussion and Possible Approval of Resolution No. 2015-05

Mr. Larry Catten discussed the purpose of the proposed resolution which asks for SEAGO support of the Villages at Vigneto development in the Benson city limits. 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 community development and environmental issues, and act in the best interest of the citizens of Benson. Benson City Manager Mr. William Stephens provided additional information regarding the project and responded questions.

Mr. Horatio Skeete expressed concern about what SEAGO was being asked to do and what kind of precedent it would set for the organization. Chair Dille asked whether a similar resolution was being considered by Cochise County and Mr. Catten responded that there was not. Ms. Thornton conveyed that Mayor Potucek also questioned why SEAGO was involved and whether SEAGO had historically been asked to support such projects. She also stated that the City of Sierra Vista would abstain from voting. Mr. Terry Hinton stated he has the same concerns as Mr. Skeete and Ms. Thornton. Mr. Heiss responded that SEAGO in the past had supported the Rosemont Mine project, which had significant environmental concerns, and many other resolutions of support for various projects and initiatives with significant economic impacts to the region. Ms. Thornton stated that, on the planning side, she did not see how the project would have significant economic development impact for the region. Mr. Jim Vlahovich stated that Cochise County had not yet taken an official position on the development and further stated that Cochise County would abstain from the vote.

A motion was made to recommend approval of Resolution 2015-05.

MOTION: Jennifer Thornton
SECOND: William Stephens
ACTION: **2 AYE, 7 OPPOSED AND 2 ABSTENSIONS (Ms. Thornton and Mr. Vlahovich)**

Mr. Heiss reminded the Council that the resolution and associated information would still be presented to the Executive Board for approval. Chair Dille stated that when the resolution was presented to the Executive Board to convey that the Council's action was not reflective of the value of this project to the region and the City of Benson and that the only issue for the Council was what SEAGO's role should be.

V. INFORMATION ITEMS

A. Future Meeting Dates

Mr. Heiss discussed the future meetings dates of the Administrative Council, Executive Board, and Combined Administrative and Executive Committee.

B. Strategic Plan Implementation Progress Report

Mr. Heiss discussed the implementation of SEAGO's strategic plan goals stating that Goal 1, Tactic A (Increase Central Administration Resource) is complete with the hiring of John Merideth to fill the Office Assistant II position.

Mr. Heiss also reported on Goal 1, Tactic B (Procure Professional Grant Writing Services) stating that the Request for Proposals was 50% complete and that he anticipated having the RFP ready to be published by the end of September and would be seeking approval to issue the RFP at the October 1 combined Administrative and Executive Committee meeting.

Mr. Heiss also discussed Goal 2, Tactic A (Expand Current Public Information and Outreach Activities in Regional Newspapers), reporting that he had held discussions with the region's newspaper publisher (Wick Communications) and has been submitting articles which have been published in the SV Herald and the Eastern Arizona Courier. He reported that additional outreach has included contact with the editors of the Douglas Dispatch and the Benson News-Sun. Mr. Heiss also stated that the same articles are being emailed to the Executive Board for their information and asked whether the Administrative Council would like to be included on the distribution list. Members of the Administrative Council indicated they would like to be on the distribution of the newspaper articles as well as Mr. Heiss' monthly report to the Executive Board.

C. Preliminary End of Year Finance Report

Ms. Cindy Osborn discussed the FY15 preliminary end of year, stating that both revenues and expenditures were lower than expected. Ms. Osborn also reported that the projected fund balance use would be \$10,500, instead of the budgeted amounts of \$19,000 (employee retention) and \$15,500 (housing). Chair Dille inquired whether the fund balance use was in compliance with SEAGO's policy and Mr. Heiss stated that it was.

D. SEAGO Economic Development District Report

Mr. Larry Catten reported on the major economic development initiatives that SEAGO is involved with or supporting and welcomed any questions from the Council.

E. Update on Regional Traffic Count Program

Mr. Chris Vertrees provided an update on the Traffic Count Program and responded to questions.

F. Housing Program Statistics

Ms. Julie Packer provided an update on the Housing Program, stating that NCRC has awarded SEAGO \$18,165.32 for Comprehensive Housing Counseling.

VI. RTAC REPORT

Mr. Kevin Adam provided the legislative update and responded to questions. He also reported that there would be a Transportation Forum to be held on August 21 in conjunction with the League of Cities and Towns Conference.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Chair Dille asked if there were any announcements or current event items for discussion and Ms. Bonnie Williams reported that CDBG funding levels nationally had been set by the Senate Appropriations Committee at 2.9B, which is 100M less than last year and the bill is now in the Senate for consideration.

Mr. John Merideth reported on website enhancements at SEAGO.org.

VIII. FUTURE AGENDA ITEMS

Chair Dille asked for any future agenda items and there were none.

IX. ADJOURNMENT

Chair Dille adjourned the meeting at 10:40 AM.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER
DATE: OCTOBER 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 to reflect verbiage that would open membership to all communities. Since the amendment was approved, the Area Agency on Aging has been reaching out for assistance identifying individuals who would be interested in being part of the Advisory Council on Aging. This has been a challenge in some areas more than others.

At their meeting on October 15th, the Advisory Council on Aging reviewed one by one all the sections of the Bylaws and has voted to make some amendments in order to make it more consistent and resolve the delay in filling those vacancies. The Advisory Council recommends that Article III - Membership, Sections 7, 8 and 9 of the ACOA Bylaws be amended as follows:

Section 7: Any member not attending two (2) consecutive meetings without just cause will be dropped from the membership and another representative (in the same area of representation) appointed as specified in Section 4, above.

Proposed: Any member not attending two (2) consecutive meetings without just cause will be dropped from the membership and another representative (in the same area of representation) appointed as specified in Section 4. Attendance can be by phone or an alternate may sit in for the member.

Section 8: Any member may send an alternate to represent him/her when unable to attend a meeting. This alternate may vote in the place of the member he/she represents.

Proposed: Any member may send an alternate to represent him/her when unable to attend a meeting. This alternate may vote in the place of the member he/she represents. If using an alternate, the member must utilize a Proxy or Alternate Fill in form.

Section 9: Members appointed by the SEAGO Executive Board shall serve a term of three (3) years. Terms will be staggered. The Advisory Council on Aging may submit the name of a member to the Executive Board for re-appointment for a second term. Members shall be limited to two terms.

Proposed: Members appointed by the SEAGO Executive Board shall serve a term of three (3) years. Each member shall be limited to two (2) consecutive terms. However, in the event that a vacancy cannot be filled in 90 days, a previous member can be reappointed. The Advisory Council on Aging may submit the name of a member to the Executive Board for reappointment for an additional term.

Attachments: None.

Action Requested: Information Only Action Requested Below

A motion to recommend approval of the proposed amendments to Article III Sections 7, 8 and 9 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: OCTOBER 27, 2015
SUBJECT: NOMINATION TO ADVISORY COUNCIL ON AGING

The Advisory Council on Aging's (ACOA) revised bylaws dated August 28, 2015, state under Article III – Membership, Section 1, that the ACOA consists of eight representatives from Cochise County, four from Graham and three from Greenlee and Santa Cruz Counties.

Section 2 states, that at least ten of the eighteen members shall be age sixty or older, and shall include person in greatest economic or social need, minority individuals, and participants in services funded through the SEAGO Area Agency on Aging.

With consideration of the amended bylaws that the ACOA has proposed to the Executive Board, the ACOA proposes the nomination of Mr. Valadee Crotts of Duncan to fill its vacant position. Mr. Crotts retired from Phelps Dodge after 35 years, drove the Senior Transportation bus in Greenlee County for 20 years, served as an EMT for 15 years, and is currently on the SEACUS Board of Directors. He served the ACOA board until October 2013 and is eager to come back as he is passionate to be part of the services that the Area Agency on Aging provides to the aging population.

On October 15th the ACOA recommended the reappointment of Mr. Crotts to fill the vacant seat for representation of the Town of Duncan.

Attachments: None.

Action Requested: Information Only Action Requested Below

A motion to recommend to the Executive Board the reappointment of Mr. Valadee Crotts to the ACOA.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: OCTOBER 26, 2015
SUBJECT: PROPOSED AMENDMENT TO ARTICLE V OF THE SEAGO BYLAWS

Attached is a proposed amendment to Article V of the SEAGO Bylaws concerning the terms of office for private sector representatives on the Executive Board. As you may recall, maintaining private sector representation on the Executive Board is a requirement of the U.S. Department of Commerce, Economic Development Administration. Private Sector Representatives are appointed from 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.

The Bylaws currently limit the terms of private sector representatives to one (1) year, and to the best of my knowledge these limitations have never been enforced. I recently noticed this requirement in the Bylaws and thought it would be good to address it. Given the difficulty encountered in finding individuals willing to serve in this capacity, in my opinion it would be better to either eliminate the term limits or extend them considerably.

The attached amendment reflects the practice that has been followed since long before I came to work for SEAGO – basically allowing the private sector representatives to serve at will. However, I am open to other suggestions on how we can clear this up, so long as we can do so without creating something overly burdensome to maintain.

I will be glad to answer any questions at the meeting.

Attachments: Proposed Amendment to Article V of the SEAGO Bylaws

Action Requested: Information Only Action Requested Below

A motion to recommend approval of the proposed amendment to Article V of the SEAGO Bylaws to the Executive Board.

3. **Chair of the Board or Council:** The individual identified as the presiding officer of the Executive Board or the Administrative Council, respectively.
4. **Executive Board:** The collective grouping for organizational and operational purposes of the publicly-elected representatives of the Member Entities and other representatives approved by the Executive Board within the categories as provided in Article V.
5. **Executive Committee:** The collective grouping for organizational and operational purposes of the officers of the Executive Board as provided in Article VI.
6. **Executive Director:** That individual who serves at the pleasure of the Executive Board as the chief administrative executive for SEAGO as provided in Article IX.
7. **Functional Committees:** Those groups whose members are appointed by the Executive Board from the public and private sector to provide advice and counsel on particular concerns within the SEAGO region as provided in Article VIII.
8. **Member Entity:** Those local government jurisdictions who have met the requirements for membership in SEAGO as provided in Article V.
9. **Member Entity Representative:** That representative of a Member Entity who shall have been properly certified as a member of the Executive Board or of the Administrative Council of SEAGO as provided in Article V.
10. **Organization:** Equal in meaning to SEAGO when used as a capitalized word herein.
11. **Private Sector Representative:** An individual who is neither an elected official of a county or municipality nor an employee of such who has been appointed to represent that government.
12. **Secretary:** That individual designated by the Executive Board as having responsibility for preparation and maintenance of records and files of the Board as provided in Article IX.
13. **Treasurer:** That individual designated by the Executive Board as an overseer of the financial books and accounts of SEAGO as provided in Article VI.

ARTICLE V – MEMBERSHIP AND REPRESENTATIVES

- A. The following jurisdictions are presently eligible for membership in SEAGO: Cochise County, Graham County, Greenlee County, and Santa Cruz County, all of the incorporated city and town governments which presently exist or may be incorporated within these counties, and all Native American Tribal Governments whose reservations occur, entirely or in part, within these counties.
- B. Upon passage of resolutions of intent to join SEAGO, an eligible governmental unit shall be admitted to membership provided that it has complied with all requirements of membership as determined by the Executive Board, including the payment of any fees or assessments. Any Member Entity Representative whose fees or assessments have not been paid within four

months after those fees or assessments have become due shall be considered delinquent and shall not be entitled to vote or participate in any subsequent meeting until such charges are paid by the Member Entity. Notice of a Member Entity's delinquency shall be mailed, faxed, and/or e-mailed to its Member Entity Representatives. Subject to approval of the Executive Board, twelve months after such delinquency, unless it be cured, such Member Entity shall cease to be a SEAGO Member Entity. Notice of the Executive Board's decision to cancel a Member Entity's membership in SEAGO shall be mailed to its Member Entity Representatives via certified or registered mail. Membership will be automatically reinstated upon the payment of the canceled Member Entity's allocated fees or assessments.

- C. Each Member Entity shall be entitled to delegate to one of its elected officials the duties of service on the Executive Board, and this Member Entity Representative is limited to an individual who has been elected by the voters of the jurisdiction which he represents.
- D. In addition to the Member Entity Representatives, the Executive Board shall appoint one (1) individual from each county area to serve as a Private Sector Representative from that county area. These Private Sector Representatives shall be appointed from the nominations submitted by the Member Entity Representatives from that county area. The Private Sector Representatives shall serve ~~a one (1) year term~~ at the will of the Executive Board and shall 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.
- E. An additional Private Sector Representative, representing low income or minority groups or representative organizations, shall also be appointed by the Executive Board from each county with a population greater than 100,000. This Representative or Representatives shall be selected from nominations submitted by the Member Entity Representatives of those counties with a population greater than 100,000 within the SEAGO region.
- F. The membership of SEAGO may be augmented by a majority vote of the total Executive Board.
- G. Member Entities may designate alternates to serve as a representative on the Executive Board or on the Administrative Council, provided the alternate meets the same qualifications specified for membership on those respective bodies.

ARTICLE VI – EXECUTIVE BOARD

- A. The Executive Board shall be comprised of the Member Entity Representatives of the Member Entities of SEAGO and five Private Sector Representatives, as provided in Article V.
- B. The Executive Board's powers and functions shall include:
 - 1. Formulation of policy for the Organization.
 - 2. Adoption of a budget and the establishment of fees and/or assessments.
 - 3. Approving or rejecting or deferring action on any matter its members determine to be properly within their purview.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: OCTOBER 26, 2015
SUBJECT: REQUEST FOR PROPOSALS FOR AUDIT SERVICES

The Fiscal Year 2015 audit marks the final year of an optional five-year contract with Colby and Powell, PLC as SEAGO's independent auditing firm. As a result, it is once again time to request proposals for the next five years of audit services so we can have an audit firm under contract for our Fiscal Year 2016 audit. Cindy and I have updated the Request for Proposals which was last used in 2011 to reflect the current auditing standards and the implementation of 2 CFR Part 200. We have also prepared a draft contract to engage the services of the most qualified and reasonably priced firm submitting a proposal in response to the RFP.

Since the independent auditing firm technically provides the auditing services to the Executive Board, I believe it's appropriate to include at least one member of the Executive Board on the proposal evaluation team. I suggest this person be the Executive Board Chair or another Board member of his/her choice.

SEAGO's procurement procedures require that any goods or services valued over \$10,000 have prior approval of the Executive Board before going to bid. At this time, we are seeking approval to publish a Request for Proposals for Audit Services. Assuming the Board authorizes us to do so, the RFP will be published in early February 2016, proposals will be evaluated the week of February 29th, and we will be seeking the Board's approval to award a contract to the selected firm at the combined Administrative – Executive Committee meeting scheduled for March 31st.

I will be happy to answer any questions about this request at the meeting.

Attachments: Request for Proposals for Auditing Services

Action Requested: Information Only Action Requested Below

A motion to recommend approval to the Executive Board for staff to issue the Request for Proposals for Audit Services.



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

REQUEST FOR PROPOSALS

AUDIT SERVICES

SouthEastern Arizona Governments Organization, Inc. (SEAGO), a regional Council of Governments (COG), requests proposals from qualified Certified Public Accounting firms to conduct single audits of SEAGO in accordance with OMB 2 CFR Part 200 Subpart F. The audit shall be for the period **July 1, 2015** through **June 30, 2016**, with renewals possible for four subsequent years.

Background of SEAGO

SEAGO is an Arizona nonprofit quasi-governmental corporation recognized by the Internal Revenue Service as a tax-exempt organization pursuant to section 501(c)(3) of the Internal Revenue Code. SEAGO was founded in 1972 and incorporated as a nonprofit in 1976. Its 19 members include the four counties of Cochise, Graham, Greenlee, Santa Cruz, and the 14 incorporated cities, towns, and tribal government within those counties. The agency's work primarily focuses on planning functions.

Our annual operating budget is approximately \$1.2 million per year, and we employ 13 people in Bisbee, Arizona. Our main sources of revenue are from Federal grants. SEAGO includes a local Area Agency on Aging (AAA) which is a pass-through entity for approximately \$2 million per year for services for the elderly.

The organization has a June 30 fiscal year-end, with the requirement for a single audit and data submission to Federal Audit Clearinghouse (FAC) per 2 CFR 200. SEAGO maintains all accounting records in-house and uses Abila MIP for the accounting system. The Accounting Department consists of 1.5 staff, an Accounts Manager and an Office Assistant.

For more information about our organization please visit our website at www.seago.org.

Services to Be Performed

The proposal is expected to cover the following services:

1. Annual single audit in accordance with 2 CFR 200 for the fiscal year ended June 30, 2016 and presentation of the audit report to the SEAGO Executive Board.
2. Preparation of required basic financial statements using SEAGO financial information.
3. Submission of Data Collection Form to FAC.
4. Availability throughout the year to provide advice and guidance on financial accounting and reporting issues.

Assistance from the SEAGO Staff

SEAGO staff shall assist the firm by providing the following:

- a. Fiscal year-end schedules of outstanding receivables and outstanding payables.
- b. Asset list and schedule of fiscal year acquisitions and disposals.
- c. Fiscal year schedule of depreciation.
- d. Fiscal year-end schedule of employee annual leave balances.
- e. Fiscal year-end trial balance by fund.
- f. Computer-generated reports of general ledger transactions.
- g. Arizona Department of Economic Security Department of Adult Aging Services fiscal year close-out report.
- h. Fiscal year SEFA information.
- i. Retrieval of accounting records for audit testing.
- j. Overview of SEAGO's operations, computerized accounting software, accounting system and chart of accounts.
- k. SEAGO's Accounting Procedures Manual.
- l. Other assistance as needed by mutual agreement.

Timeframe

The following is the anticipated timeframe for the services to be provided:

Provide list of client documents required for testing	two weeks prior to field work
Begin field work	October
Provide financial statement draft for management review	December
Provide draft audit report and comments for management review	December
Issue final audit report (up to 10 bound copies)	January
Submit Data Collection Form to FAC	February
Present audit report to Executive Board	February

Other Information

The firm will be required to retain reports and work papers for a minimum of five years from the date of the audit report. Audit works papers shall be made available, or copies provided, to SEAGO staff as necessary to maintaining its accounting system, and to appropriate federal and state agencies.

Proposal Content

In order to simplify the evaluation process and obtain maximum comparability, SEAGO requires all responses to the RFP be organized in the manner and format described below:

- A. *Executive Summary*
Describe your understanding of the work to be performed and your firm's ability to perform the work within the time frame provided.
- B. *Professional Experience*
Describe how and why your firm is different from other firms being considered. This should include an explanation of the firm's philosophy, size, structure, and qualifications with serving government organizations with a similar size and operations. Describe your firm's resources devoted to government organizations and provide copies of newsletters or other resource materials addressing issues relevant to government organizations. Discuss the firm's independence with respect to SEAGO.
- C. *Team Qualifications*
Identify the specific partners, managers, and in-charge staff who will be assigned to this engagement if you are successful in your bid. Provide their bios/resumes specifying relevant experience to the type of services requested. Also discuss commitments you make to staff continuity, including your staff turnover experience in the last three years.
- D. *Audit Approach*
Describe how your firm will approach the proposed services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis, and the type of assistance that will be required from SEAGO's staff. Also discuss the firm's use of technology. Finally, discuss the communication process used by the firm to discuss issues with management and the Executive Board.
- E. *Fees*
Provide a firm estimate of fees for the services to be provided. (The firm selected should be prepared to provide ongoing consultation during the year on an as needed basis without additional cost to SEAGO.)
- F. *Client References*
Include a list of relevant clients the firm has served within the past three years and furnish the names and telephone numbers of any references whom we may contact.

- G. *Additional Information*
Provide a copy of your most recent peer review report. Provide any additional information, not specifically requested, which you believe would be useful in evaluating your proposal.
- H. *Questionnaire*
Complete attached questionnaire.

Proposal Timetable

RFP distributed	Beginning February 8, 2016
Two copies of written proposals due to SEAGO	No later than February 24, 2016
CPA firm selected and notified	Approximately March 4, 2016
Award of contract	March 31, 2016

Instructions to Applicants, Deadline for Submission

- A. One (1) original bound copy of the complete proposal, and one (1) unbound copy of the proposal must be received by **4:00 p.m., on Wednesday, February 24, 2016** to be considered responsive. Proposals submitted via facsimile are not acceptable.
- B. The Proposal, whether in an envelope or other wrapping shall have "SEAGO Independent Auditing Services" marked clearly on its cover and shall be addressed to **Cindy Osborn, Accounts Manager, SEAGO, 1403 West Highway 92, Bisbee, AZ 85603**. Failure of the Applicant to provide all of the required information may result in the rejection of the Proposal. Proposals received after the specified time of closing will be returned unopened.
- C. A not-to-exceed cost for each fiscal year audit during the contract period will be submitted with the proposal. The proposed cost shall include all necessary costs including, but not limited to; travel expenses, labor, materials, taxes, profit, insurance, and other overhead expenses. The proposed cost will be firm, and is based upon availability of budgeted funds from year to year. Percentage or cost plus proposals will not be accepted.
- D. The SEAGO Executive Director or designee, along with an evaluation committee will be responsible for evaluating the proposals and recommending the highest ranked consultant for contract award.
- E. No interpretations of the meaning of any part of the Request for Proposals will be made to any Applicant orally. Any request for additional interpretation shall be in writing and faxed or e-mailed to Cindy Osborn, (520) 432-5858 or cosborn@seago.org , not later than five (5) days prior to the proposal opening (exclusive of weekends and holidays). Any and all additional information, interpretations, or supplemental instructions will be in written

form as an addenda to the RFP which, if issued, will be faxed or e-mailed to all prospective Applicants (at the appropriate fax number or e-mail address furnished by each prospective Applicant for this purpose), not later than two (2) days prior to the scheduled proposal opening (exclusive of weekends and holidays). Failure of any Applicant to receive any such addendum shall not relieve such Applicant from any obligation under the proposal as submitted. All addenda so issued shall become part of the contract documents.

Appeals Procedure

If an Applicant wishes to appeal the decision to reject its proposal, the Applicant must write to the SEAGO Executive Director at least seven (7) calendar days prior to the next scheduled SEAGO Executive Board meeting, requesting to be placed on the agenda. The Applicant will then have an opportunity to present its case to the SEAGO Executive Board. Appeals shall be submitted in writing to: Randy Heiss, Executive Director, SEAGO, 1403 West Highway 92, Bisbee, AZ, 85603, Fax (520) 432-5858 or emailed to rheiss@seago.org.

Appeals must contain, at a minimum, the name, address and telephone number of the appellant, the signature of the appellant or its representative with authority to sign; a detailed statement of the legal and factual grounds of the appeal including copies of relevant data; and the form of relief requested. The SEAGO Executive Director will review the appeal statement and the rationale used in the evaluation of the proposals and will decide whether the proposal should be reconsidered for award. The SEAGO Executive Board's decision shall be final.

Evaluation of Proposals

While cost is an important factor, SEAGO will also evaluate proposals on the following criteria:

- Auditor-in-charge is a CPA in good standing. Firm meets standards for independence with respect to SEAGO, complies with requirements for peer review and staff continuing education.
- Prior experience auditing similar organizations.
- Qualifications of staff to be assigned to the engagement.
- CPA firm's understanding of work to be performed.
- References.
- Completeness and timeliness of the proposal.

SEAGO reserves the right to waive irregularities, refuse all offers for good cause and to award in the best interest of SEAGO.

Key Contacts

Following is the key contact for information you may seek in preparing your proposal:

Cindy Osborn, Accounts Manager
(520)432-5301 Extension 204
cosborn@seago.org

Requests for additional information, questions, and coordinating visits to our offices should be coordinated through our Accounts Manager. You may reach her at the number listed above.

SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION

**REQUEST FOR PROPOSAL FOR AUDIT SERVICES
QUESTIONNAIRE**

1. Has the audit staff proposed for the SEAGO audit received continuing professional education in governmental accounting and auditing during the last two years?

YES ___ NO ___

2. Has your CPA firm received a negative peer review within the last three years?

YES ___ NO ___

3. Has your CPA firm been the object of any disciplinary action during the past three years?

YES ___ NO ___

Authorized Signature

Date

CPA Firm Name



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: OCTOBER 26, 2015
SUBJECT: RESOLUTION NO. 2015-06

As you may recall, there has been increasing dialogue and cooperation between Arizona's COGs and MPOs relative to the most urgent needs on the State Highway System. Of particular interest are improvements to the Key Commerce Corridors ADOT has identified as they hold the potential to provide the greatest commercial and economic benefits and return on the significant dollars invested. Key Commerce Corridors also connect the economic centers of Arizona with their major markets and are the most essential for future economic growth and supporting high quality job growth.

Interstate 17 is considered one of the State's Key Commerce Corridors, connecting Interstate 40 and Interstate 10, two of the nation's principal east-west highways. I-17 is part of a critical north-south trade and truck route linking Mexican markets with Arizona's major urban centers and markets in New Mexico, Utah, and northern California. In addition, I-17 provides the fastest and most direct route between the central parts of the state, including the Phoenix metropolitan area and northern Arizona, including Prescott, Flagstaff, and recreational and tourist attractions.

The mountainous terrain on the I-17 corridor presents considerable challenges due to steep grades and curves with limited sight distance. As the main route for traffic between the Phoenix metropolitan area, Flagstaff, and recreational destinations, I-17 experiences heavy volumes during weekends and holidays. The combination of large volumes of passenger cars, trucks, and recreational vehicles results in a substantial speed differential on the steep grades, which affects the highway's operational capacity and results in congestion and long traffic back-ups. It also leads to frequent crashes that can result in closures and lengthy travel delays along the route, and the fact that here are no alternate routes in the immediate area creates a negative impact on trade, commerce and tourism.

Due to the impact of these issues on the Central Yavapai Metropolitan Planning Organization, the Flagstaff Metropolitan Planning Organization, and the Northern Arizona Council of Governments, our planning partners in northern Arizona are requesting the other COGs and MPOs to support a public-private partnership that will address the short-term needs, and eventually the long term needs on I-17.

Attached for your consideration is SEAGO Resolution No. 2015-06. The Resolution expresses SEAGO's support for the public-private partnership to construct the needed

improvements to I-17. Equally important, the Resolution encourages the development of a list of strategic transportation investments prioritized by the projects on the State Highway System most likely to bring near-term return on investment, attract new venture capital dollars to Arizona, create jobs, and pay dividends to the state's economy. Strategically identifying and implementing these priorities has the potential to generate additional revenue from the existing tax base that can be used for future transportation investments, further enabling our State to develop and maintain the quality infrastructure needed to support jobs and economic growth, enhance Arizona's global competitiveness in interstate and international trade, and maintain the quality of life Arizona residents expect.

I will be pleased to answer any questions you may have at the meeting.

Attachment: Resolution No. 2015-06

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of Resolution 2015–06 to the Executive Board.



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

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

RESOLUTION NO. 2015-06

A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION SUPPORTING A PUBLIC-PRIVATE PARTNERSHIP TO CONSTRUCT IDENTIFIED IMPROVEMENTS TO INTERSTATE 17 AND ENCOURAGING THE DEVELOPMENT OF A PRIORITIZED LIST OF STRATEGIC TRANSPORTATION INFRASTRUCTURE INVESTMENTS ON ARIZONA'S KEY COMMERCE CORRIDORS.

WHEREAS, the SouthEastern Arizona Governments Organization (SEAGO) is a regional transportation planning organization for the non-metropolitan areas in the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

WHEREAS, the Arizona Department of Transportation (ADOT) has identified Key Commerce Corridors that provide the State with connectivity to critical markets in California, Texas, Mexico, and the global economy, and focused improvements to these corridors will facilitate economic growth; and

WHEREAS, the 1-17 corridor has been identified as one of the State's Key Commerce Corridors by virtue of its significant role in the movement of goods, people and services, as well as its connection to the east-west corridors of I-10 and I-40, major consumer markets, and northern Arizona tourism and recreational attractions; and

WHEREAS, the additional business costs associated with inefficient, congested and deteriorating transportation infrastructure has a negative impact on the decisions of businesses and industries considering investment or expansion in Arizona; and

WHEREAS, there is considerable statewide concern over insufficient capacity, increasing congestion, and the lack of climbing lanes on 1-17 causing bottlenecks, crashes, and complete gridlock impacting the safety, economic vitality, mobility of all of Arizona; and

WHEREAS, in a February 2015 ADOT Climbing and Passing Lane Prioritization Study, seven of the top ten climbing lanes recommended for Arizona's multilane highways were on I-17 between the Black Canyon City Traffic Interchange and I-40; and

WHEREAS, a May 2015 Design Concept Report prepared for I-17 between the Black Canyon City Traffic Interchange and Cordes Junction identified short-term and long term implementation strategies to guide future decisions regarding improvements required to meet the capacity and operational needs of the traveling public over the next 20-25 years; and

WHEREAS, the uncertainty and inadequacy of current transportation funding mechanisms is well recognized, and federal, state and local elected officials, transportation professionals, and the business community acknowledge the need to identify Public-Private Partnership opportunities and other alternative transportation funding mechanisms to meet the growing needs on I-17 and the State Highway System in general.

NOW, THEREFORE, BE IT RESOLVED by the SEAGO Executive Board that it hereby expresses its support for the Arizona Department of Transportation to immediately pursue a Public-Private Partnership for the purpose of delivering the construction improvements between the Black Canyon City Interchange and Cordes Junction as identified in the above referenced Design Concept Report, and to continue pursuing Public-Private Partnership funding opportunities to deliver needed improvements for the entire I-17 corridor.

BE IT FURTHER RESOLVED that the SEAGO Executive Board encourages the development of a list of strategic transportation investments prioritized by the projects on the State Highway System most likely to bring near-term return on investment, attract new venture capital dollars to Arizona, create jobs, and pay dividends to the state's economy to be used for future transportation investments.

Passed and adopted by the SEAGO Executive Board on this 20th day of November 2015.

Bob Rivera, Chair
SEAGO Executive Board

Randy Heiss, Executive Director
SouthEastern Arizona
Governments Organization



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: OCTOBER 26, 2015
SUBJECT: HOUSING PROGRAM USE OF FUND BALANCE

As you may recall, \$20,500 of fund balance was budgeted in Fiscal Year 2016 to cover funding shortfalls in our Housing Program. Based on the September 2015 revenue and expenditure report, it now appears nearly twice that amount will be needed unless steps are implemented to lower program expenses.

While expenditures are clearly in line with the amounts budgeted, at 11.56% year to date, program revenues are not meeting expectations. We believe this is primarily due to a drop in the number of new clients. In the period of July 1st – September 30th, there were 61 new clients in FY 2014, and 56 new clients in FY 2015. In the same period of the current fiscal year, only 19 new clients have requested assistance from our Housing Program. These numbers do not reflect existing clients already being served. Another possible reason for the decline in revenue: the clients the Housing Program is currently working with are the more difficult cases to bring to resolution and require more time to assist than what program fees cover.

Thanks to last year's funding from the Arizona Attorney General's office, the Housing Program ended FY 2015 with a surplus of approximately \$19,583. But as you know, the AG's Office funding was swept into the general fund to balance Arizona's FY 2016 budget and was not available this year. During Arizona's housing boom years, it's estimated that Housing Program fees from participation in the State's Rural Homeownership Programs contributed more than 75% of the fund balance we currently hold.

While we are on schedule to have a grant writer on board the first week in December, it's unrealistic to expect a grant opportunity for the Housing Program will be identified, an application submitted, and funding awarded in the current fiscal year. However, it is possible that intake of new clients could pick up in the coming quarters and soften the deficit we are currently anticipating.

With revenues well below budget expectations, the only way to bring the Housing Program budget situation under control is to reduce expenditures. Unfortunately, expenditures were already slashed to the bone during the FY 2016 budget process in order to minimize the program's request for fund balance. The only line items that can be reduced while having a meaningful impact on the budget is Salary and EREs. If no additional fund balance is allocated in FY 2016 to balance the Housing Program's budget, it would be necessary to

reduce Julie's work schedule to half-time.

One of the insights gathered at our January 2015 Strategic Planning Retreat is that there is value in preserving and building capacity in SEAGO. If we reduce Julie's schedule to half-time, she will become ineligible for any benefits, and there is a chance she will opt to retire. If that happens, with the amount of program funding available, it would be nearly impossible to recruit a part-time person, we would likely lose our status as a HUD-approved housing counselling agency, and the knowledge and expertise in this field that Julie brings to the agency would be lost. In addition, if the housing market continues to recover and some form of Arizona's Rural Home Ownership program is restored, SEAGO would not be in a position to participate.

As a result, below are the options as I see them:

Option 1 – Allocate an additional \$20,500 from the fund balance to sustain the Housing Program in FY 2016. This would allow Julie to continue working full-time with the existing clients being served and increase outreach activities to attract additional clients. In addition, the Equipment line item in the budget would be reduced to zero and any equipment purchases deferred – a reduction of \$1,000.

Option 2 – Effective November 7th, reduce Julie's schedule to 30 hours per week. This is estimated to reduce program costs by approximately \$10,000. We would continue monitoring program revenues. If funding permits, her work schedule may be increased or restored to full-time. If the situation worsens, her work schedule will be reduced further. Reduce the Equipment line item in the budget to zero and defer any equipment purchases – a reduction of \$1,000. To cover the remaining shortfall, allocate an additional \$10,250 from the fund balance to sustain the Housing Program in FY 2016. This is the option recommended by staff.

Option 3 – Effective November 7th, reduce Julie's schedule to 20 hours per week. This is estimated to reduce program costs by approximately \$20,000. We would continue monitoring program revenues. If funding permits, her work schedule may be increased. Reduce the Equipment line item in the budget to zero and defer any equipment purchases – a reduction of \$1,000.

Since any use of additional fund balance is potentially recurring in nature, it will require a two-thirds super majority of the Executive Board to become effective. I will be happy to answer any questions you may have at the meeting.

Attachment: None.

Action Requested: Information Only Action Requested Below:

A motion to recommend one of the proposed modifications to the FY 2016 Housing Program budget to the Executive Board.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: OCTOBER 26, 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
February 11, 2016*	February 26, 2016* Cochise County
May 5, 2016	May 19, 2016 Graham County
August 4, 2016	August 18, 2016 Greenlee County
November 3, 2016	November 18, 2016 Santa Cruz 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)
December 3, 2015
March 31, 2016
June 2, 2016
September 29, 2016

Attachments: None.

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: OCTOBER 26, 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: 100% Complete

Goal 1, Tactic B - Procure Professional Grant Writing Services: Tasks 1, 2 and 3 are now 100% complete. Task 4, Evaluate proposals, select consultant, enter into contract, will begin once proposals are received on November 18th.

Goal 1, Tactic C - Prepare and submit a Regional Technical Services Center Grant Application: This Tactic will not begin until Goal 1, Tactic B is substantially complete.

Goal 1, Tactic D - Assist Member Entities in Developing Local Economic Development Strategies: It's estimated that Task 1, Re-engage / Update list of Strategy Committee members, is now 99% complete. Task 2, Create local Strategy Committees, is concurrent with Task 1 and is at a similar state of completion. Task 3, Convene meetings with local Strategy Committees, will commence after October 30th.

Goal 1, Tactic E - Conduct Feasibility Analysis of Consolidated Regional Human Services: We anticipate that this Tactic will be initiated early in fiscal year 2017.

Goal 2, Tactic A - Expand Current Public Information and Outreach Activities in Regional Newspapers: 100% complete, and outreach is ongoing.

Goal 2, Tactic B - Same as Goal 1, Tactic A; See above.

Goal 2, Tactic C - Begin Using Member Entities as a Resource to Increase public Awareness: Task 1 under this Tactic is to identify key member entity staff to coordinate efforts with, and Task 2 is to determine most appropriate, cost effective and efficient media / format. On September 11th, John sent out letters to each member agency to identify the local staff contacts for receiving and disseminating outreach materials and information to enhance awareness of SEAGO and the value of its services. The letter included a form for contact information and a checklist to identify the media and/or format used locally. It was requested that the forms be returned by September 30th and as of that date, we had received nine. On October 6th, John followed up with the member agencies who had not responded and we received one additional response. John will be making one more attempt to gather the requested information after which point we will move forward with the

final task under this Tactic – Implement public awareness campaign. Based on the responses to date, I estimate tasks 1 and 2 are 53% complete.

Goal 3, Tactic A - Same as Goal 1, Tactic B; See above.

Goal 3, Tactic B - Same as Goal 1, Tactic C; See above.

Goal 3, Tactic C - Same as Goal 1, Tactic D; See above.

Goal 3, Tactic D - Same as Goal 1, Tactic E; See above.

Goal 3, Tactic E - Expand and Market Program Services to Advance Sustainability and Reduce or Eliminate Use of Fund Balance: We anticipate that this Tactic will be initiated early in fiscal year 2017.

Attachments: None

Action Requested:

Information Only

Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: OCTOBER 26, 2015
SUBJECT: GRAHAM COUNTY EXECUTIVE BOARD PRIVATE SECTOR REPRESENTATIVE

As you are aware, our Executive Board must include 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.

At the time of your August meeting, Mr. Kurt Palmer, then-incoming Executive Director for the Graham County Chamber of Commerce, had been nominated to serve as the Graham County Private Sector Representative on the Executive Board. However, on October 1st, we received word that Mr. Palmer had terminated his employment with the Graham County Chamber of Commerce. As a result, we will no longer be considering his nomination and now need to find someone else to serve in this capacity.

It would be greatly appreciated if the Graham County member entities would discuss the situation and bring another nomination forward in time to be placed on the agenda for your February 2016 meeting. Please remember, the private sector representative is only required to meet the criteria in the first paragraph of this memorandum – it does not need be someone associated with the Graham County Chamber of Commerce.

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: OCTOBER 20, 2015
SUBJECT: FINANCE REPORT

The Statement of Revenues and Expenditures for the period September 2015 and FY16 year-to-date is attached. I will attempt to answer any questions you may have regarding the finance report at the meeting.

Attachments: September 30, 2015 Statement of Revenues and Expenditures

Action Requested: Information Only Action Requested Below

SEAGO
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
From 9/1/2015 Through 9/30/2015
(In Whole Numbers)

		Current Period Actual	YTD Actual	Total Budget	Percentage of Budget Used
Revenue					
General Fund	101	2,805	4,899	(30,500)	(16.06)%
Agency Response	301	(1,068)	73,760	53,242	138.53%
Community Development Block Grant	302	14,000	2,968	118,282	2.50%
Economic Development	303	8,041	26,893	110,357	24.36%
Housing	305	3,722	9,782	84,620	11.56%
Environmental Quality	306	0	566	7,250	7.80%
Elderly Transit	307	2,233	4,752	20,000	23.76%
Public Transit	308	1,255	2,838	20,000	14.19%
State Planning & Research	309	10,407	44,403	156,250	28.41%
Area Agency on Aging	310	22,348	78,173	364,826	21.42%
Regional Mobility Management	311	8,818	30,297	147,188	20.58%
Traffic Count	312	10	509	183,167	0.27%
RMM Training	314	9,498	31,620	117,433	26.92%
Total Revenue		<u>82,069</u>	<u>311,461</u>	<u>1,352,116</u>	<u>23.04%</u>
Expenses					
Agency Response	301	2,941	12,496	53,242	23.47%
Community Development Block Grant	302	7,332	23,491	118,282	19.86%
Economic Development	303	8,041	26,893	110,357	24.36%
Housing	305	6,887	20,323	84,620	24.01%
Environmental Quality	306	0	566	7,250	7.80%
Elderly Transit	307	2,233	4,752	20,000	23.76%
Public Transit	308	1,255	2,838	20,000	14.19%
State Planning & Research	309	10,407	44,403	156,250	28.41%
Area Agency on Aging	310	22,348	78,173	359,528	21.74%
Regional Mobility Management	311	8,818	30,297	147,188	20.58%
Traffic Count	312	10	509	183,167	0.27%
RMM Training	314	9,498	31,620	117,433	26.92%
Total Expenses		<u>79,769</u>	<u>276,363</u>	<u>1,377,318</u>	<u>20.07%</u>
Balance		<u>2,300</u>	<u>35,098</u>	<u>(25,202)</u>	<u>(139.26)%</u>



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER (EDP)
DATE: OCTOBER 23, 2015
SUBJECT: STATUS REPORT FOR THE 2016 – 2020 COMPREHENSIVE
ECONOMIC DEVELOPMENT STRATEGY (CEDs)

Pursuant to Section 302 of the Public Works and Economic Development Act of 1965 (42 U.S.C. § 3162), SEAGO is required to submit a 5 year Comprehensive Economic Development Strategy, commonly referred to as CEDs. SEAGO has been operating under the CEDs that covered the years 2010 – 2015, and which has been annually updated to reflect current SEAGO Region economic conditions and needs. The CEDs is designed to bring together the public and private sectors in the creation of an economic roadmap to diversify and strengthen the regional economy. It is intended to analyze the regional economy and serve as a guide for establishing regional goals and objectives, developing and implementing a regional plan of action.

We are now in the process of developing a new 5 year CEDs document for submittal to the Department of Commerce, Economic Development Administration (EDA). The process will be completed, and the CEDs submitted to the EDA on or before the statutorily required deadline of June 30, 2016.

In order to complete the CEDs prior to the requisite deadline, the following pages provide an outline of the progress to date, and the schedule of future activities.

Attachment: CEDs Committee List and Major Milestones

Action Requested: Information Only Action Requested Below

CEDS 2016 – 2020 Committee List

County	Name	Position/Jurisdiction	Private (Statutorily Required 35–49%)	Public (Statutorily Required 51-65%)
Cochise				
	Mark Schmitt	Cochise College		X
	Lisa Marra	Cochise County		X
	Simone McFarland	City of Sierra Vista		X
	Carlos De La Torre	City of Douglas		X
	Vickie Simmons	SE Arizona Workforce Connection		X
	Thomas Reardon	Retired	X	
	Cynthia Conroy	Bisbee Vogue	X	
	Alan Baker	Baker Precision Firearms/Willcox Chamber	X	
	George Scott	SAEDG	X	
	Mignonne Hollis	SVEDF	X	
Graham				
	Jeff McCormick	Town of Pima		X
	Bob Rivera	Mayor, Town of Thatcher		X
	Dustin Welker	City of Safford		X
	Kevin Peck	EAC SBDC		X
	Danny Smith	Graham County		X
	Sean Wenham	Freeport-McMoran	X	
	Joe Goodman	Graham County		X
Greenlee				
	Akos Kovach	Greenlee County		X
	Ian McGaughey	Town of Clifton		X
	Dustie Robinette	Town and Country Supply	X	
	Suzanne Menges	Black Hills Catering	X	
	John Basteen	Town of Duncan		X
Santa Cruz				
	Aaron White	City of Nogales		X
	Mary Dahl	Santa Cruz County		X
	Greg Lucero	Nogales City Council		X
	Nohe Garcia	La Loma Grande Industrial Park	X	
	Roberto Guevara	UniSource	X	
	Bruce Bracker	Bracker's Department Store	X	
	David Simpson	Associate Broker Company	X	
San Carlos Apache Tribe	Lee Randall	San Carlos Apache Tribe		X
			12 (Actual = 40%)	18 (Actual = 60%)

CEDES 2016 – 2020

Major Milestones

Activity	Discussion	Completion Date
Finalize CEDES Committee Membership	<p>After receiving input from numerous sources, including the SEAGO Administrative Council and Executive Board, and discussing committee membership with potential CEDES Committee members, the Committee membership participation has been completed (See Attachment 1 for the list of CEDES Committee membership).</p>	September 30, 2015 (Completed)
Schedule CEDES Committee Meetings	<p>It is anticipated that the completed CEDES will require at least three committee meetings. The meetings include:</p> <ol style="list-style-type: none"> 1. Sub-regional SWOT analysis – these sessions will be as follows: November 3, 2015 – Santa Cruz County November 24, 2015 - Cochise County December 3, 2015 – Graham/Greenlee Counties 2. Full CEDES Committee review and revision or 1st CEDES Draft – February 2016 3. Full CEDES Committee review of 2nd CEDES draft – March 2016 4. If needed, full CEDES Committee review of Final CEDES draft – April 2016 <p>All of the CEDES Committee meetings will be in the months indicated. Specific dates will be determined to maximize committee attendance.</p>	

Activity	Discussion	Completion Date
Outline of CEDS	A complete outline of the CEDS document will be completed and submitted to EDA officials for their review and comment	November 30, 2015
Develop current and relevant demographic and economic data	<p>A significant portion of the CEDS document is devoted to baseline data to indicate the current economic and demographic condition of the Region and the communities therein. The data will focus on areas such as:</p> <ul style="list-style-type: none"> a. Regional physical characteristics and land use b. Comparative market analysis between the region, state and nation c. Regional patterns of development d. Regional economic trends and patterns e. Regional jobs by place and type f. Regional unemployment analysis g. Regional major industry data h. Regional workforce characteristics i. Regional housing market data <p>The SEAGO office does not have a staff person with the background or expertise to research and develop the above noted data. We are currently working with the University of Arizona to retain economics upper-level or graduate student to serve as a paid and/or class credit intern to assist in the development of the above data. If a qualified intern is not available, a qualified company or individual may be retained to assist in the compilation of relevant economic and demographic data.</p>	February 19, 2016
Activity	Discussion	Completion Date
CEDS 30% draft	Complete at least 30% of the CEDS for submittal to, and input from the CEDS Committee	February 29, 2016

CEDS 60% draft	Complete at least 60% of the CEDS for submittal to, and input from the CEDS Committee, and review by EDA officials.	April 15, 2016
CEDS 90% draft	Complete at least 90% of the CEDS for submittal to, and input from the CEDS Committee, and posting for public review	May 30, 2016
Final 2016 – 2020 CEDS	Complete and submit for EDA review and comment	June 30, 2016



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: BONNIE WILLIAMS, CDBG PROGRAM MANAGER
DATE: OCTOBER 27, 2015
SUBJECT: COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
INFORMATION

Recently the Arizona Department of Housing (ADOH) issued a revised Application Handbook. Of note is that they have now restored all types of CDBG projects, including parks, as long of course they meet one of the three National Objectives. However, community centers are only able to be funded twice in a ten (10) year period. Applications for FY16 are due to SEAGO July 1, 2016.

Additionally, ADOH has determined that our Method of Distribution (MOD) does not need to be submitted every year. The next one will be good for three years. I will need to make substantial revisions to the document, such as removing funding tables that are only applicable to one year. Of course each year I will still notify the applicant communities of such information. The MOD is now due to ADOH within 45 days of their Information Bulletin announcing SEAGO's funding allocation, which is usually in March. That means the MOD will have accurate funding levels rather than estimates based on the prior year. Depending on the schedule of regular meetings, this means the MOD may have to be approved by the Administrative and Executive Committees between meetings.

ADOH just released the Notice of Funding Availability (NOFA) for the competitive State Special Projects (SSP) funds. Applications will be due to ADOH by April 15, 2016. If you are interested, the complete NOFA is available on their website as an Information Bulletin, and I will bring a few copies with me to the meeting.

Attachment: None

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: OCTOBER 26, 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 began in September and will be completed by the end of this month. Works is currently compiling a list of approximately 200 count locations needed to meet HPMS requirements in March. Those locations will be confirmed by SEAGO and our member agencies at our November TAC meeting. Those sites will be counted in time for HPMS upload in March 2016.
- **Highway Performance Monitoring System (HPMS):** Works is preparing and verifying all four counties centerline files for consumption by the HPMS in March 2016. Works is also reviewing SEAGO's TDMS database to ensure accuracy of functional classification, count data, and road type. This information is directly consumed by ADOT's HPMS database from our local database.
- **Traffic Data Management System (TDMS):** Works provided technical assistance to MS2 in the transfer of data housed in the SEAGO TDMS to the newly developed SVMPO TDMS. 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. We will be conducting additional "after" counts of Chino Road next month.

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: OCTOBER 26, 2015
SUBJECT: TRANSIT REPORT

The following is a brief update involving our transit and Mobility Management Programs:

REGIONAL MOBILITY MANAGEMENT

SEAGO has developed a website specifically dedicated to linking the public and human services providers to transportation resources within the region. The website is <http://www.azmobility.org>.

In March, SEAGO completed an update of our Regional Transportation Coordination Plan. The plan can be found at: <http://seago.org/?q=transit>.

SEAGO is responsible for regional coordination of the Arizona Department of Transportation's Coordinated Mobility Grant Program process. SEAGO provided technical assistance to eligible applicants throughout the grant process. The SEAGO region did very well in the award process. A total of \$1,116,750 was awarded to our regional transportation providers and mobility management programs. In 2014, they provided nearly 400,000 rides to seniors (65 years and over), individuals with disabilities of all ages, veterans, and members of the general public that have no transportation options.

REGIONAL 5310 PILOT TRAINING PROGRAM

Last year, SEAGO was awarded a Coordinated Mobility Grant of \$75,000 to develop a training program for the human service transportation providers in our region. NACOG received a smaller grant to deliver a similar program. Instead of operating independently, SEAGO and NACOG chose to partner with SEAGO acting as the project lead.

The first step was to hire a consultant to assist SEAGO in the development of the program. **M. Greene Planning & Resource Development** was selected. The next step was the development of a SEAGO/NACOG Coordinated Mobility Training Plan. The plan was developed in March and can be found at: <http://seago.org/?q=regional-mobility-management-0>. In August, SEAGO began the delivery of training to human services transportation providers in both regions. The first training courses made available were a budgeting workshop and a grant writing workshop.

Attendance and feedback has outstanding. SEAGO has averaged 26 attendees per class offered and approximately 87% of the attendees have indicated that following the workshop: "they had the capacity to implement strategies outlined in the workshop". Full post-workshop reports can be found at: <http://www.azmobility.org/#!/resources/cd4v>.

As a result of the success of the program, SEAGO was awarded a \$150,000 grant to continue and expand the program. SEAGO is now partnered with NACOG, Sun Corridor MPO, and CAG to deliver training in their regions. In addition, CYMPO is actively participating in the NACOG area.

COORDINATION GROUP MEETINGS

The **Cochise County** Coordination Group meets at the Public Works Building in Sierra Vista. The meeting is from 10am to 12pm. Cochise County Transit Coordination meetings are held the second Thursday of the month on a bi-monthly basis. On average, 15 organizations are represented including city and county governments, non-profit organizations, and businesses. SEAGO is the Local Mobility Manager for Cochise County and Connie Gastelum is the meeting facilitator. She can be reached at cgastelum@seago.org. One of the primary focus elements of future meetings will to continue the development of emergency Mutual Aid Agreements and increased coordination partnerships. A schedule of the Cochise Coordination Meetings and Agenda Packets can be accessed at our Regional Mobility Management website at <http://seago.org/?q=regional-mobility-management-0>.

Santa Cruz County Transit Coordination meetings are held on a bi-monthly basis and normally scheduled the second Tuesday of month at the City of Nogales Public Works Building from 10am to 12pm. There are six organizations that operate transit/transportation services in the county and they are regular attendees at coordination meetings. Connie Gastelum is the LMM. She can be reached at the email address noted above. Meetings and Agenda Packets can also be accessed at the website noted above. This group’s major priority is resource identification/sharing and the development of Mutual Aid Agreements. A schedule of the Santa Cruz Coordination Meetings and Agenda Packets can be accessed at our Regional Mobility Management website at <http://seago.org/?q=regional-mobility-management-0>.

Graham and Greenlee Counties Transit Coordination meetings are the third Tuesday of each month at the Blake Foundation Café on Main Street in Safford from 10am to 12pm. There are nine organizations that operate transit/transportation services in the two county area and they are regular attendees at coordination meetings. Cheryl Wilson, with Blake Foundation, is the Mobility Manager for the two county areas and has her hands full in helping transit/transportation providers expand their reach into the rural communities. Cheryl can be reached at cwilson@blakefoundation.org

5311 PROGRAMS

SEAGO is a member of the Benson, Bisbee, Douglas and Sierra Vista Transit Advisory Committees. SEAGO has participated in all meetings scheduled by these agencies. SEAGO has been a very active participant in the Graham County Transit Feasibility Study.

SEAGO is currently developing a FTA Section 5304 planning grant application to conduct a transit study that will assist the cities of Douglas, Bisbee and Sierra Vista in determining the feasibility of an intercity bus route from Douglas to Sierra Vista.

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: OCTOBER 26, 2015
SUBJECT: SEAGO/SVMPO JOINT REGIONAL STRATEGIC HIGHWAY SAFETY PLAN

The following is an update on the progress of our SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan project:

- In June, the SEAGO Administrative and Executive Committees approved a \$350,000 HSIP project that would allow SEAGO to develop a Joint Regional Strategic Highway Safety Plan with SVMPO.
- In August our Executive Board approved allowing SEAGO to develop a 'Request for Proposals', to advertise for, and to select a consultant to assist in the development of the safety plan.
- A draft RFP was developed and presented to our TAC at our September meeting. The TAC recommended some changes that were incorporated into the RFP.
- An RFP review/ranking committee consisting of a representative from Cochise, Graham, Greenlee, Santa Cruz Counties and ADOT was established at the TAC meeting
- ADOT requires that a Disadvantaged Business Enterprise (DBE) Professional Services Goal be established by their Business Engagement and Compliance Office. SEAGO submitted a goal request worksheet on September 24, 2015. SEAGO received a DBE goal of 3.86% on October 16, 2015.
- SEAGO expects to begin advertisement by October 30, 2015.
- A forty-five day advertisement window is required. SEAGO expects to unseal the bids on or about December 15, 2016.
- The review committee will screen the RFP responses and will recommend 2 to 4 applicants that will present to a Joint SEAGO/SVMPO TAC Meeting in January.
- We expect a consultant to be in place and work to begin no later than March 1, 2016.

I will be glad to answer any questions you may have at our meeting.

Action Requested:

Information Only

Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER
DATE: OCTOBER 26, 2015
SUBJECT: AREA AGENCY ON AGING REGION VI UPDATES

On July 17, 2015 Department of Economic Security Division of Aging Adult Services (DES/DAAS) sent out the first Alert of the fiscal year. ALERT SFY-16-7-A: impacts our State Health Insurance Assistance Program/Senior Medicare Patrol-funding allocations. The SMP grant is funded under two separate funding streams: Titles III and IV of the Older Americans Act and the Health Care Fraud and Abuse Control Act. This award is issued as a cooperative agreement, with an in-kind matching requirement. SEAGO/AAA funding allocation amount of \$6798.00; Agency In-Kind Match is \$2,400 to bring to a total of \$9198.00 from June 1, 2015 to May 31, 2016.

This means that we have a lot less money for this particular program to be able to increase outreach, counselling and education in our four-county region.

With changes that DES/DAAS has implemented based on Performance Measures we are now on a pro-rated fixed monthly amount. Our SHIP coordinator is to serve at least 216 clients per month in order for her to meet the required numbers. Since this new method was implemented, Ramona is working mostly on the phone to be able to assist as many people as possible. She has minimized her traveling as this was taking half of her time. AAA is reviewing the budget very closely in order to keep within what is available for this program in an effort to avoid use of fund balance to sustain program needs. Unfortunately, the way it is being handled now with Performance Measure criteria, servicing our communities is all about the quantity and not quality. In order for this program to succeed Ramona needs more volunteer help in our region.

The Arizona Association of Area Agencies on Aging, AZ4A, in partnership with our state and local partners will be sponsoring the first statewide conference on aging in the last ten years. Aging in Arizona, 2016 is planned for May 19, and May 20, 2016 in Flagstaff, Arizona. The conference will strive to educate, motivate, challenge and enhance our knowledge, tools and resources to ensure our grandparents, parents, and eventually, ourselves, have the best opportunity of aging gracefully in our homes and communities. Many notable keynote speakers have been invited to share their knowledge and insight in their respective areas of expertise as they pertain to various aspects of aging such as cognitive, physical, emotional, social and political. Additional breakout sessions will be available to discuss further topics on wellness,

nutrition, culture, caregiving, hoarding, and bullying in the senior population.

The AZ4A planning committee is working hard in getting enough sponsors for this event as it will be held bi-annually and the locations will be shifted throughout Arizona. The committee for this event is composed of each Area Agency on Aging from the state of Arizona. Each AAA is responsible for the organization of the event. Region VI will be responsible for making arrangements with NAHEC Northern Arizona Health Education Center in obtaining CEU's and certificates of attendance.

The target audience is for professionals, social workers, case managers and all those working with the elderly and disabled population. This is a great opportunity for all of you present to be informed of what the Area Agency on Aging does and how it serves as an advocate to assist those in need. Please join us for Aging in Arizona 2016, and help spread the word as it would be great to have stakeholders from our region participate and bring back valuable information to their communities.

I will be glad to answer any questions you may have at our meeting.

Attachments: Aging in Arizona Conference Information

Action Requested:

Information Only

Action Requested Below

Save the Date

2016 Aging in Arizona State Conference May 19th – 20th Flagstaff, AZ



Visit www.regonline.com/az4aagingsummit

SEAGO ADMINISTRATIVE COUNCIL MTG 11-05-15 AGENDA PACKET PAGE 43 OF 48

Sponsorships Available!

DRURY INN

Here is the room block for **self-pay rooms**. This block is now open to take reservations. Hotel website is [here](#).

This was the room block we were given from Drury Inn. For those who want to extend their stays to Saturday, call the hotel directly. Please let me know if you have any additional questions.

Individual Call-In reservations can be made by reserving online, go to www.druryhotels.com, then enter Group number of **2254508**. Reservations may also be made by calling **1-800-325-0720** and refer to the Group number of **2254508**.

	Wed, 5/18/16	Thu, 5/19/16	Fri, 5/20/16
Non-smoking 2 Queen Beds Deluxe	30	40	30
Non-smoking 1 King Bed Deluxe	10	30	10
Non-smoking 2 Queen Bed Suite Terrace	0	10	0

Room	Single Rate	Double Rate	Triple Rate	Quad Rate
Non-smoking 2 Queen Bed Suite Terrace	149.99	149.99	159.99	169.99
Non-smoking 1 King Bed Deluxe	112	112	122	132
Non-smoking 2 Queen Beds Deluxe	112	112	122	132

Overflow Hotels

[Holiday Inn Express-Flagstaff](#)

[Hilton Family Hotels Flagstaff and surrounding area \(Embassy Suites, Double Tree, Hilton Garden Inn, Hampton Inn\)](#)



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: JULIE PACKER, HOUSING PROGRAMS MANAGER
DATE: OCTOBER 26, 2015
SUBJECT: FY 15 HOUSING PROGRAM INFORMATION

The attached table shows the housing statistics for the first quarter of FY16 broken out by each entity. The table includes both new clients and clients still being assisted from FY15 that carried over to this fiscal year.

We received word on October 1 that the State's ability to process NFMC payments has been suspended due to a lock out from the system. On October 9, we received notice that all of the States NFMC funds had been exhausted. We had included \$7,500 from NFMC in the FY16 budget.

I continue to work mostly with people who are still having mortgage issues. However, we just started working with a low-income apartment complex in Douglas delivering financial education to anyone in the complex who is interested. Discussion has also been held about giving the financial education classes to teens that live in the complex so that once they are out and living on their own, they have a better idea of what and what not to do with their money, especially in regard to student loans.

Attachment: Housing Stats

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	9	3	4
Bisbee	13	0	0
Douglas	6	4	2
Huachuca City	2	0	2
Sierra Vista	17	6	8
Tombstone	2	0	0
Willcox	5	1	0
Cochise County	6	2	2
Pima	2	1	2
Safford	4	3	4
Thatcher	1	3	1
Graham County	2	2	4
Clifton	1	0	1
Duncan	0	0	0
Greenlee County	0	0	0
Nogales	11	7	4
Patagonia	3	1	0
Santa Cruz County	8	4	5
San Carlos Apache Tribe	0	0	0

TOTAL	92	37	39
FY 16 NEW CLIENTS		4	15