



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** FEBRUARY 1, 2017  
**SUBJECT:** ADMINISTRATIVE COUNCIL MEETING

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

**Thursday, February 9, 2017 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 Council 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](mailto:rheiss@seago.org).



# ADMINISTRATIVE COUNCIL AGENDA

9:00 A.M., THURSDAY, FEBRUARY 9, 2017  
COCHISE COLLEGE BENSON CENTER  
1025 HIGHWAY 90  
BENSON, ARIZONA

<b>I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS</b>	Chair Soltis	
<b>II. MEMBER ENTITIES' DISCUSSION</b> (Common Critical Issues)	Chair Soltis	
<b>III. CALL TO THE PUBLIC</b>	Chair Soltis	
<b>IV. ACTION ITEMS</b>		<u>Page No.</u>
1. Consent Agenda		
a. Approval of the November 3, 2016 Minutes	Chair Soltis	1
2. Consideration of Resolution No. 2017-01	Randy Heiss	6
3. Consideration of the 2017-2018 Transportation Issues Position Statement	Randy Heiss	9
4. Consideration of the re-appointment of Dustie Robinette as Greenlee County Private Sector Representative	Randy Heiss	14
5. Consideration of the appointment of Anthony Sedgwick, Jr. as Santa Cruz County Private Sector Representative	Randy Heiss	15
6. Consideration of proposed revisions to Section 5.6 of the SEAGO Policy Manual	Randy Heiss	17
7. Consideration of SEAGO 2017-2021 TIP Amendment #3	Chris Vertrees	20
<b>V. INFORMATION ITEMS</b>		
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B. Quarterly Finance Report; FY 2016 Audit	Randy Heiss	26
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E. Strategic Regional Highway Safety Plan Update	Chris Vertrees	35
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G. State Special Projects NOFA	Bonnie Williams	39

<b>VI. RTAC REPORT</b>	Kevin Adam
<b>VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS</b>	Chair Soltis
<b>VIII. FUTURE AGENDA ITEMS</b>	Chair Soltis
<b>IX. ADJOURNMENT</b>	Chair Soltis

**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 212 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 212. 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 212, 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  
NOVEMBER 3, 2016**

**OFFICERS PRESENT:** Soltis, Tedmond – City of Willcox (*Chair*)

**MEMBERS PRESENT:** Gale, Kay – Greenlee County  
Cooper, Terry – Graham County (*proxy*)  
Arenas, Brenda – City of Douglas  
Basteen, John – Town of Duncan  
Driskell, Donna – City of Tombstone  
Rivera, Carlos – City of Nogales  
McGaughey, Ian – Town of Clifton  
Mitchell, Tammy – Town of Huachuca City (*Vice Chair*)  
McLachlan, Matt – City of Sierra Vista  
Hamilton, Brad – City of Benson  
Teel, Dave – Town of Patagonia  
Vlahovich, Jim – Cochise County (*phone*)

**STAFF PRESENT:** Catten, Larry - Economic Development Planner  
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  
Burnett, Peter – MAG (*phone*)  
Dennis, Jami – MAG (*phone*)  
Gent, Bob – Sierra Vista Tourism Commission

**I. CALL TO ORDER/PLEDGE OF ALLEGIANCE  
/ INTRODUCTIONS**

Chairman Soltis welcomed everyone and introductions were made.

## II. MEMBER ENTITIES' DISCUSSION

Ms. Driscoll commented on the recent highway work that was done. Mr. McLachlan discussed Sierra Vista CDBG projects. Ms. Gale discussed the recently completed hotel feasibility study in Greenlee County. Mr. McGaughey discussed needed repairs at Clifton's wastewater treatment plant. Mr. Basteen discussed Duncan's CDBG projects and ADOT street improvements. Chair Soltis discussed Willcox' wastewater treatment plant bid process. Ms. Arenas commented that Douglas was in the process of hiring a new city manager.

## III. CALL TO THE PUBLIC

No one from the public was present.

## IV. PRESENTATION - Statewide Employer Database and Interactive Tool

Mr. Peter Burnett and Ms. Jami Dennis provided an overview of the MAG interactive viewers and discussed the potential of expanding the employer database to include the entire state. Expanding the database to cover the whole state will require SEAGO members to assist with cleaning up the data supplied by Dunn & Bradstreet. MAG is working with the other Arizona COGs as well with the goal of having a complete statewide employment database available for public use.

## V. ACTION ITEMS

1. Consent Agenda
  - a. Approval of the August 4, 2016 Minutes
  - b. Nominations to the Advisory Council on Aging

Mr. McLachlan made a motion to approve the consent agenda.

**MOTION:** Matt McLachlan  
**SECOND:** Tammy Mitchell  
**ACTION:** **UNANIMOUS**

2. Consideration of Consistency and Public Review Fees relating to SEAGO's Section 208 Water Quality Management Plan

Mr. Heiss discussed the proposed Section 208 Water Quality Management Plan Consistency and Public Review fees and the potential development projects that could deplete the amount of program funding from ADEQ. Mr. Heiss presented a proposed fee schedule for consideration in order to avoid using SEAGO fund balance on future projects. There was a discussion regarding ADEQ permitting fees. Ms. Gale asked what happened to the counties when WACOG decided not to participate and Mr. Heiss responded that each county had to become its own DPA. Ms. Gale mentioned that the earlier the counties are brought into the process the better due to possible political ramifications. Chair Soltis asked how the annual

planning funds from ADEQ are used first and Mr. McLachlan asked whether it could be applied to travel, facility rental, publication, etc. Mr. Heiss responded that there is currently no system in place to ensure the ADEQ funding gets used first and that it could be used toward any billable costs.

**MOTION:** Ian McGaughey  
**SECOND:** Tammy Mitchell  
**ACTION:** 11 AYE; 3 NAY (Greenlee, Clifton, Graham)

3. Consideration of Resolution No. 2016-05

Mr. Larry Catten presented Resolution No. 2016-05 pertaining to the need for adequate staffing at the Nogales, Douglas, and all Arizona ports of entry. Mr. Gale asked if it would be beneficial for each member entity to do a similar resolution. Mr. Heiss responded that it would be helpful.

Mr. Rivera made motion to approve Resolution No. 2016-05.

**MOTION:** Carlos Rivera  
**SECOND:** Kay Gale  
**ACTION:** UNANIMOUS

4. Consideration of Resolution No. 2016-06

Mr. Catten introduced Mr. Bob Gent of the Sierra Vista Tourism Commission who discussed the efforts to improve tourism in Cochise County and the redesignation of the Chiricahua National Monument to a National Park. He reported that on September 27, 2016, Representative McSally submitted H.R. 6190 to designate the Chiricahua National Park.

Mr. McLachlan made a motion to approve Resolution No. 2016-06.

**MOTION:** Matt McLachlan  
**SECOND:** Tammy Mitchell  
**ACTION:** UNANIMOUS

## VI. INFORMATION ITEMS

### A. Future Meeting Dates

Mr. Heiss presented the future meetings and responded to questions. It was decided to hold the 2017 Strategic Planning Retreat at the same time as the next Administrative Council meeting which is February 9.

### B. Strategic Plan Implementation Progress Report – 2017 Strategic Planning Retreat Date – Priorities

Mr. Heiss provided an update on the implementation of strategic plan goals as well as the upcoming 2017 strategic planning retreat.

C. Santa Cruz County Private Sector Representative

Mr. Heiss reported that the current Santa Cruz County Private Sector Representative, Tony Sedgwick would not be seeking a second term and he was working to find a replacement.

D. Quarterly Finance Report

Ms. Cindy Osborn presented the quarterly finance report and responded to questions. She also reported the new auditing firm, Reiger, Carr and Monroe had completed their field work in October and stated she is expecting a clean audit.

E. SEAGO Economic Development District Report

Mr. Catten presented the Economic Development report and outlined recent activities.

F. Transit Report

Mr. Vertrees provided the Transit Report, stating the SEAGO has partnered with ViCAP to provide transportation services in the Willcox area. He also provided an update on the intercity route feasibility study and responded to questions.

G. Strategic Regional Highway Safety Plan Update

Mr. Vertrees provided an update on the SEAGO/SVMPO Joint Strategic Regional Highway Safety Plan and responded to questions.

H. AAA Updates

Mr. Heiss provided the AAA program updates and discussed the review and development of the new four-year Area Plan which is a requirement of DES. He also reported on a new partnership with Chiricahua Community Health Center to increase the number of qualified SHIP counselors in the area.

## VII. RTAC REPORT

Mr. Kevin Adam provided the Rural Transportation Advocacy Council report and responded to questions.

### **VIII. STAFF ANNOUNCEMENTS / CURRENT EVENTS**

Mr. Heiss announced the hiring of Ms. Joelle Landers to assist with finance tasks. Mr. John Merideth provided an overview of the new seago.org website and responded to questions.

### **IX. FUTURE AGENDA ITEMS**

Mr. Heiss reported that he would be presenting the Transportation Issues Position Statement and a HURF resolution at the February meeting.

### **X. ADJOURNMENT**

Chai Soltis adjourned the meeting at 11:21 a.m.





# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** FEBRUARY 1, 2017  
**SUBJECT:** RESOLUTION 2017-01

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As you may have heard, Governor Ducey's proposed Fiscal Year 2018 budget includes approximately a \$108 million diversion from HURF to fund Arizona Department of Public Safety operations. Attached for your consideration again this year is a resolution urging the Governor and Legislature to eliminate the diversion of HURF and other dedicated transportation funding sources to the State General Fund. This year's Resolution once again includes language urging the powers that be to modernize the mechanisms needed to develop and maintain our State's transportation infrastructure.

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

Attachments: Resolution 2017-01

Action Requested:  Information Only  Action Requested Below:

**A motion to recommend approval of Resolution 2017-01 to the Executive Board.**



# SouthEastern Arizona Governments Organization

*Serving our member governments and their constituents since 1972*

## RESOLUTION NO. 2017-01

### A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION EXECUTIVE BOARD URGING THE ARIZONA LEGISLATURE AND GOVERNOR TO DIRECT DEDICATED TRANSPORTATION FUNDING TO ITS INTENDED USES, AND TO MODERNIZE OUR TRANSPORTATION INFRASTRUCTURE FUNDING MECHANISMS

**WHEREAS**, the SouthEastern Arizona Governments Organization (SEAGO) is a regional planning agency which performs and coordinates a variety of functions, including transportation planning, in the four-county region of Cochise, Graham, Greenlee, and Santa Cruz Counties; and

**WHEREAS**, transportation revenue streams are declining due to better vehicle fuel efficiency, reductions of vehicle miles driven, declining motor vehicle sales, and fuel taxes not being adjusted for inflation for nearly twenty-two years; and

**WHEREAS**, approximately \$107 million in dedicated transportation funding was diverted to fund other government programs in the current fiscal year, and over \$2 billion has been diverted since 2001; and

**WHEREAS**, due to the ongoing diversions of dedicated transportation funding, Arizona State, county, and municipal road programs have been significantly scaled back to routine maintenance work, which will hasten far more costly reconstruction activity at the public's expense in the future, negatively impact highway safety, and increase vehicle maintenance and repair costs for both the general public and businesses; and

**WHEREAS**, the State's updated 25-year Long Range Transportation Plan (from 2016 through the 2040 planning horizon), which considers such factors as pavement conditions, congestion levels and safety performance, projects an \$81.6 billion gap between system needs and anticipated revenues; and

**WHEREAS**, eliminating the diversion of transportation funding is vital for developing and maintaining 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 Arizonans have come to expect.

#### 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
  - San Carlos Apache Tribe

#### 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  
520-432-2528  
520-432-9168 Fax

[www.seago.org](http://www.seago.org)

**NOW THEREFORE, BE IT RESOLVED** by the SEAGO Executive Board that the Governor and State Legislature are hereby urged to eliminate the diversion of transportation funding to the State General Fund, to direct dedicated funding such as HURF toward its intended uses, and to modernize the mechanisms needed to develop and maintain our State's transportation infrastructure.

Passed and adopted by the SEAGO Executive Board on this 24<sup>th</sup> day of February 2017.

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Gerald Lindsey, Chair  
SEAGO Executive Board

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Randy Heiss,  
SEAGO Executive Director



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** FEBRUARY 1, 2017  
**SUBJECT:** TRANSPORTATION ISSUES POSITION STATEMENT

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The SEAGO TAC once again discussed transportation issues of concern at their meeting on January 26<sup>th</sup>. A number of concerns were raised again this year regarding the ability of local governments to plan and implement transportation projects. Several specific issues were identified that the TAC felt were particularly important and they recommended that a position on these issues be formally taken by the SEAGO Executive Board. These issues are presented within the 2017 – 2018 Transportation Issues Position Statement that begins on the following page.

Attachments: 2017 – 2018 Transportation Issues Position Statement

Action Requested:  Information Only  Action Requested Below:

**A motion to approve, amend or reject the position statements on transportation issues presented by staff.**



# 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  
520-432-2528  
520-432-9168 Fax

[www.seago.org](http://www.seago.org)

On February 24, 2017, the SEAGO Executive Board adopted the following positions pertaining to transportation issues of concern impacting the SEAGO region:

## 1. END THE DIVERSION OF DEDICATED TRANSPORTATION FUNDING

### Background

Approximately \$107 million in funding dedicated to transportation purposes was diverted to fund other government programs in the current fiscal year, and over \$2 billion has been diverted since 2001. At their February 24, 2017 meeting, the SEAGO Executive Board adopted Resolution No. 2017-01, urging the Arizona Legislature and Governor to end the diversion of HURF and other dedicated transportation revenues to the State General Fund, and direct transportation funding sources to their intended uses. The Resolution cites facts such as how these diversions are negatively impacting highway safety, increasing vehicle maintenance and repair costs for both the general public and businesses, and limiting the State's ability 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.

**Position Statement: Urge the Governor and Legislature to direct dedicated transportation funding to its intended uses as requested in Resolution No. 2017-01.**

## 2. REJECT EFFORTS TO LOWER THE TITLE 34 LIMITATION ON USE OF LOCAL FORCES

### Background

Arizona Revised Statutes Title 34 Section 201 Subsection D prohibits cities, counties and other public agencies from constructing any street, road, bridge, water or sewer project using their regularly employed personnel unless the total cost of the work is less than one hundred fifty thousand dollars adjusted by the annual percentage change in the GDP price deflator. This amounts to approximately \$216,000 in today's dollars and severely limits local governments' use of their own forces to construct transportation and other infrastructure improvements. As an example, for a road project, the earthwork and drainage improvements alone can cost up to \$253,000 per mile. The impact of this limitation to rural local governments is compounded by the fact that many contractors are not interested in bidding small projects in rural areas, and when they do, bids frequently come in higher than budgeted because of mobilization costs. It would greatly assist rural local governments in improving their transportation infrastructure, and provide for more cost effective use of rural Arizona taxpayer's dollars if the statutory limitation in A.R.S. § 34-201, Subsection D were reset to \$500,000 and/or the cost of materials were excluded from the calculation of project costs.

Unfortunately, the Arizona Association of General Contractors sees this issue in the opposite view. They feel cities, towns and counties have been circumventing the Title 34 limitation by breaking projects up into phases and repaving streets under the auspices of 'maintenance activities' which AAGC considers to be construction projects that should be put out to bid. In response, they have submitted House Bill 2143 that, if signed into law, will lower Title 34 limitation threshold to \$25,000 and to specifically include construction, reconstruction, maintenance work, and the cost of equipment purchases in the activities that would be required to be outsourced.

**Position Statement: *Urge the Governor and Legislature to reject HB 2143 or similar legislation that would lower the Title 34 limitation on use of local forces to construct street, road, bridge, water or sewer projects, or include specific types of maintenance activities and equipment purchases that cannot be performed without advertising for bids.***

### 3. RESTORE THE HURF EXCHANGE PROGRAM

#### Background

The HURF exchange program was suspended in 2008 due to inadequate state-generated transportation revenues. The program enabled rural local governments to exchange their federal transportation dollars with ADOT for state-generated HURF funding. This allowed the locals to bypass federal aid requirements which significantly increase project administrative costs, delay project delivery and prevent local governments from retaining administrative control over their projects. Despite commendable efforts on the part of ADOT over the last several years to increase Local Public Agency Section staffing, many local projects remain stuck in the clearance processes and may not be able to move forward this year.

Transportation planning experts in the SEAGO region and across rural Arizona believe the single most effective way to enhance local project delivery and cost effectiveness is through restoration of the HURF Exchange program. Restoring program would have the additional benefit of relieving the administrative burden on ADOT staff in reviewing local projects and allow them to refocus their efforts on state projects. If the HURF diversions are sufficiently reduced, ADOT would have the capacity to reinstitute the HURF Exchange Program.

ADOT proposed the resumption of the HURF Exchange program to the Resource Allocation Advisory Committee on November 28, 2016 and it is estimated that the program will resume October 1, 2017.

**Position Statement: *Support ADOT's efforts to restore and implement the HURF Exchange Program, and encourage ADOT to ensure that program processes and procedures are as close as possible to those in place when the program was suspended in 2008.***

### 4. CONSTRUCT THE ULTIMATE CONDITION FOR THE SR 189 PROJECT IN FY 2019

#### Background

On November 21, 2014, the SEAGO Executive Board adopted Resolution No. 2014-05 resolving the intent of SEAGO to work cooperatively with the Maricopa Association of Governments, the Pima Association of Governments, and the remaining Regional Planning Agencies in the State to jointly advocate to the Arizona Department of Transportation, the Federal Highway Administration, the State Transportation Board, Arizona's Congressional Delegation, the Arizona Legislature, and other public and private stakeholders, to explore additional funding, creative financing, and additional statutory flexibility in order to advance the construction of

the preferred build alternative for SR 189 into the ADOT Five-Year Transportation Facilities Construction Program while holding harmless currently programmed projects.

In keeping with this Resolution, in September 2016, the State Transportation Board advanced Phase 1 of the SR 189 project to FY 2019. This was possible as a result of \$79 million additional program dollars that are available due to ADOT's successful FASTLANE grant application for widening of I-10 (\$54M) and the one-time special appropriation from the Arizona Legislature last session (\$25M). While this is a huge win for the SEAGO region, industry stakeholders in Nogales, and the State of Arizona, Phase 1 will not include the grade separated flyover ramps at the Frank Reed Road intersection necessary to eliminate traffic conflicts with commercial vehicles, POVs, and pedestrians. That portion of the project remains unfunded.

ADOT has indicated that they will be working aggressively to identify public-private partnership opportunities to raise the funding to build Phases 1 and 2 in 2019, but they hope to do so by assessing additional fees on commercial vehicles or increasing existing fees born by the maquiladora and produce industry. The problem with this tactic is they are asking same industry stakeholders to pay more in order to get improvements to the transportation system they have already been paying for. The Safety Enforcement and Transportation Infrastructure Fund (SETIF) was established after the implementation of NAFTA to ensure transportation infrastructure was available to accommodate the increase in international trade and that commercial vehicles crossing the border were not a safety concern to Arizona motorists. Funds deposited into the SETIF come from registration fees for foreign vehicles, single trip permit fees, axle fees on commercial vehicles crossing the border, single trip limited use fuel taxes, and other fees, permits and taxes born primarily by Nogales industry stakeholders at the State's largest land port of entry.

**Position Statement: Encourage ADOT to explore all possible funding options to construct the Ultimate Condition for SR 189 in FY 2019 while minimizing any additional impact to industry stakeholders in order to reduce traffic conflicts and congestion, facilitate cross border trade, enhance economic growth, and foster job creation in Arizona.**

## 5. EXPAND TRANSPORTATION INFRASTRUCTURE FUNDING MECHANISMS

### Background:

Transportation funding sources at both the State and Federal levels are inadequate to meet system needs. While Arizona has not adjusted the gas tax for inflation in over 22 years, many other states have been far more proactive by increasing their gas tax, implementing automatic adjustments based on gas prices and inflation, or are considering alternative funding measures such as dedicated sales taxes or moving to vehicle miles travelled fee structures. Similarly, the federal gasoline tax has not been increased since 1993, and the Highway Trust Fund (HTF), into which the revenue flows, has suffered because the tax has not kept pace with inflation. In addition, improvements in vehicle fuel economy and increased use of alternative fuel vehicles have reduced consumption, thereby reducing gasoline tax collections. The federal gasoline tax currently generates approximately 2/3 of the funds going into the HTF, and with the recent passage of the FAST Act, the balance of funds will come from using the Federal Reserve's "surplus" funds, selling oil from the Strategic Petroleum Reserve, and a number of other sources. However, the decision to avoid raising the gas tax or implement an alternative mechanism for transportation funding will mean that the HTF funding gap will only continue to increase over the next five years when the FAST Act expires.

During last year's legislative session, a task force was formed to study the inadequacy of Arizona revenue sources and devise recommendations to the Governor and Legislature for consideration. The Task Force submitted its final report and revenue structure recommendations to the Governor and Legislature on December 31, 2016.

**Position Statement: *Urge the Governor, and Legislature to carefully consider and implement the recommendations of the Transportation Revenue Task Force, whether through legislation or referral of a ballot measures to the voters, and urge Congress to implement a long term solution to bring the Highway Trust Fund into balance.***

## 6. SUPPORT EFFORTS TO CREATE A UNIFIED TRANSPORTATION PLAN

### Background

In 2010, Utah undertook a landmark effort and became a model for inclusive planning by convening transportation planning agencies, local government officials, and business leaders from across the state who hammered out what's now known as their state's Unified Transportation Plan. Utah's government and business leadership understood that even in a growing state with numerous competing demands, transportation investments pay dividends to the state's economy, and an inclusive, statewide planning process was the best way to ensure broad, bi-partisan support from the general public. They also knew they needed a plan designed to ensure every dollar invested supported the state's long-term economic development goals.

As a direct result of their investments in transportation infrastructure, venture capital dollars in Utah grew by nearly double the national rate from 2013 to 2014. An economic analysis determined that a \$1.94 in gross domestic product was gained for every \$1 invested in the Unified Transportation Plan – a return of nearly double their investment, and enough to ensure sufficient funds to keep commerce flowing for decades to come.

Arizona's transportation investments have not consistently been driven by a project's linkage to the State's economic development goals; some transportation investment decisions have been more politically influenced than driven by their potential to bring return on investment. An effort is currently underway to begin a statewide unified plan that meets Arizona's needs and guides transportation programming decisions over the next 30 years.

**Position Statement: *Support efforts to create a statewide unified transportation plan that can be integrated into the Statewide Long Range Transportation Plan update.***





# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** FEBRUARY 1, 2017

**SUBJECT:** GREENLEE 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.

The Greenlee County private sector representative position is currently held by Ms. Dustie Robinette. Per SEAGO's Bylaws, private sector representatives are eligible to serve two (2) two-year terms on the Executive Board. By the February meeting of the Executive Board, Ms. Robinette will have served out her first two years and is interested in serving a second term. She has contacted the Greenlee County officials and they are comfortable with her serving another term.

I will look forward to answering any questions at the meeting.

**Attachments:** None.

**Action Requested:**  Information Only  Action Requested Below:

**A motion to recommend the re-appointment of Ms. Dustie Robinette to a second term as the Greenlee County Private Sector Representative on the Executive Board**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** FEBRUARY 1, 2017

**SUBJECT:** SANTA CRUZ COUNTY EXECUTIVE BOARD PRIVATE SECTOR REPRESENTATIVE

---

As you are aware from my report at the November meeting, Mr. John Anthony Sedgwick has declined serving a second two-year term on our Executive Board as the private sector representative for Santa Cruz County. At the November Executive Board meeting, he offered that his son – Anthony Sedgwick – was interested in taking his place on the Board and those Executive Board members from Santa Cruz County who were present at that time were agreeable.

For your consideration I have attached a brief bio for Anthony Sedgwick and I will look forward to answering any questions at the meeting.

**Attachments:** Anthony C. Sedgwick Bio.

**Action Requested:**  Information Only  Action Requested Below:

**A motion to recommend the appointment of Mr. Anthony Sedgwick as the Santa Cruz County Private Sector Representative on the Executive Board**

## Randy Heiss

---

**From:** Santa Fe Ranch <acs@santaferanchfoundation.org>  
**Sent:** Friday, December 02, 2016 12:19 PM  
**To:** rheiss@seago.org  
**Cc:** John Anthony Sedgwick  
**Subject:** Antony Sedgwick bio

Hi Randy,

I'm sending along my bio for the Board's consideration.

Antony C. Sedgwick

Attended Northeastern University majoring in Business Administration and Small Business Management.  
Director of Operations for Summit Properties Inc. a telecommunications business in Nogales, AZ.  
Executive Director for the Santa Fe Ranch a non-profit foundation in Nogales, AZ.

For more information on Summit or the Santa Fe Ranch please see their respective websites,  
[www.summitpropertiesinc.net](http://www.summitpropertiesinc.net) and [www.sataferanchfoundation.org](http://www.sataferanchfoundation.org).

I am committed to both Nogales and Santa Cruz County and their constituents and I look forward to the opportunity of serving on the SEAGO board.

Please let me know if you need any more information.

Best Regards,

Antony

--

Antony C. Sedgwick  
Executive Director  
Santa Fe Ranch Foundation  
C: 267-221-5902  
O: 520-287-7051  
E: [acs@santaferanchfoundation.org](mailto:acs@santaferanchfoundation.org)  
W: [www.santaferanchfoundation.org](http://www.santaferanchfoundation.org)  
W: [www.laslagunas.org](http://www.laslagunas.org)



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** FEBRUARY 1, 2017

**SUBJECT:** PROPOSED REVISION TO SECTION 5.6 OF THE SEAGO POLICY  
MANUAL

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As you may know, our former Accounts Manager, Cindy Osborn took a job with the City of Bisbee and her last day at SEAGO was December 21, 2016. After significant recruiting efforts, we were finally able to fill the position. There were many applicants but most of them were unqualified. Only a handful appeared to have the skills and experience we were looking for, but some had issues in their past that became apparent in researching their history. Out of more than a dozen applicants, only two were considered worthy of an offer of employment.

To illustrate how critical the Accounts Manager position is to our agency, the person is responsible for performing all accounting functions for the agency; making entries into and maintaining the general ledger; entering account codes on financial records; balancing and reconciling accounts; performing accounts payable, accounts receivable and payroll accounting; maintaining financial controls; preparing program billings and preparing periodic financial reports. Without proper fiscal controls, accurate and timely financial reporting, and backup documentation, our eligibility for new funding sources could be impacted and it will not be possible to bill existing funding agencies for services we have provided. If the position goes unfilled for several months, we could experience severe cash flow issues and possible non-compliance with the federal awards we manage.

The pool of qualified individuals for such a position is limited to those living within a reasonable commute distance of our office, which would include Bisbee, Douglas, Tombstone, Sierra Vista, Huachuca City, and the unincorporated areas surrounding these communities. The amount we are able to pay further exacerbates our difficulty recruiting qualified candidates, and limited opportunity for upward mobility within the organization creates difficulty retaining qualified employees. While we may be successful in recruiting a qualified individual, if a better-paying opportunity located closer to their home with more career advancement opportunities avails itself, they will understandably move on.

While we now have a capable individual on board, there is no back-up capacity within the organization in the event that our new Accounts Manager takes ill or finds another job that pays more. Outside accounting services can provide oversight of accounting functions on an interim basis, but lack of familiarity with our accounting software, government fund accounting, and cost principles associated with federal grant dollars could potentially require us to pay a consultant at their full rate while in a steep learning curve. We learn

from our experiences. In order to become better prepared for when critical positions such as this are vacated, it makes sense to invest in building and retaining capacity within our organization.

Section 5.6 of the SEAGO Policy Manual can help us build organizational capacity, provide professional growth opportunities and upward mobility for existing and future employees, and can assist us in recruitment and retention of quality employees. The problem with the policy as currently written is it provides SEAGO no assurance that someone who takes advantage of the policy will continue working for the agency long enough for us to get a return on the investment we have made in their education. As a result, I'm advocating that we add a provision in the policy that stipulates if a person takes advantage of the policy and leaves the organization within three years of completing any coursework SEAGO pays for, they will repay those funds to SEAGO upon termination of their employment. This will be accomplished through an employment agreement that refers to the provisions of this policy.

I have attached a draft of the proposed revisions to the Educational Assistance policy and I will look forward to answering any questions at the meeting.

**Attachments:** Proposed revisions to Section 5.6 of the SEAGO Policy Manual

**Action Requested:**             Information Only             Action Requested Below:

**A motion to recommend approval of the proposed revisions to Section 5.6 of the SEAGO Policy Manual to the Executive Board.**

## 5.6. Educational Assistance

### **A. Financial Assistance**

SEAGO may provide financial assistance for books, tuition, and course materials to regular employees who have successfully completed probation who desire to extend their job knowledge by enrolling in educational programs. Courses must be job related and intended to prepare the employee for promotion within SEAGO.

### **B. Scheduling and Approvals**

Attendance in these educational programs must not conflict with SEAGO's schedule or workload. Financial assistance, coursework, and any adjustment of regular work schedule require the prior written approval of the Executive Director.

### **C. Payment and Repayment**

SEAGO may advance 50% of tuition and textbook expenses at the time of registration and reimburse the remaining 50% upon successful completion of the approved course. Successful completion is defined as a grade of "C" or higher. If the employee fails to receive a grade of "C" or higher or fails to complete the course, the financial assistance advanced shall be ~~returned~~ repaid to SEAGO. An employee who has enrolled in coursework pursuant to this policy, and terminates their employment either voluntarily or involuntarily prior to completion, or at any time within three (3) years of completing said coursework, shall be required to repay all financial assistance provided by SEAGO within three (3) years of the date of termination.

### **D. Employment Agreement**

Any employee wishing to take advantage of financial assistance pursuant to this Section shall enter into an employment agreement with SEAGO outlining the desired career path, the required coursework, any adjustment of regular work schedule, and the repayment requirements of Subsection C of this Section.



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** FEBRUARY 1, 2017  
**SUBJECT:** SEAGO 2017-2021 TIP AMENDMENT #3

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The following are Amendments to our 2017-2021 TIP that was approved by the TAC at our January 26<sup>th</sup> meeting:

**DGS13-05 - City of Douglas - (Joe Carlson SRTS):** This is a Safe Routes to School Project funded with TE funds. We have \$250,000 programmed for this project. However, the current construction estimate is \$320,000. This project was programmed in FY16 for \$200,000 for design. However, only \$40,000 was used. The unused \$160,000 was reprogrammed to forward other Regional TE projects. **If approved, this project will be programmed in FY17 in the amount of \$70,000. Federal funding will be \$65,769. Local match will be \$4,231.**

**SCC12-12 (River Road and Pendleton Drive Safety Improvements)** and **SCC12-03 (Rio Rico and Pendleton Drive Intersection Improvements)** are in need of additional HSIP funding to complete the design phase of each project. If approved, each project will be programmed in the following manner:

**SCC12-12 (River Road and Pendleton Drive Safety Improvements):** Federal - \$56,373 and \$3,627 Local

**SCC12-03 (Rio Rico and Pendleton Drive Intersection Improvements):** Federal - \$70,467 and \$4,533 Local

ADOT has recommended (Santa Cruz County and the City of Nogales have concurred) that the two CMAQ funded and programmed projects, **I-19/Ruby Road TI Design (SCC18-01)** and the **Valle Verde/Paseo Verde Paving project (NOG19-01)**, **swap programmed years.** This change would move the Nogales paving project to FY2018 and the Santa Cruz County Ruby Road TI Design project to FY2019. This change was recommended due to the ongoing I-19, East Frontage Road, Ruby Road to Rio Rico Drive Project Assessment. This PA is evaluating the east and west frontage road and Ruby Road TI alternatives. The PA will not be complete until November 2017. Swapping the program years for the two projects will allow for delivering a CMAQ project in FY2018 as planned and will place the Santa Cruz County Ruby Road TI Design project in the correct year to

follow the recommendations of the ongoing PA.

**Attachments:** Draft 2017-2021 TIP Amendment #3

Action Requested:             Information Only             Action Requested Below

**A motion to recommend to the Executive Board the approval of SEAGO 2017-2021 TIP Amendment #3.**



**SEAGO REGION**  
**Draft 2017- 2021 TIP Amendment #3**  
**Approved By: TAC - 1/26/17 Administrative Committee - Executive Committee -**

TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	LOCAL MATCH	OTHER FUNDS	TOTAL COST
<b>2017</b>													
DGS13-05	City of Douglas	Joe Carlson Safe Routes to School	Douglas		Construction Sidewalks, Crosswalks, Striping & ADA Ramps				SRTS	\$250,000			\$250,000
DGS13-05	City of Douglas	Joe Carlson Safe Routes to School	Douglas		Construction Sidewalks, Crosswalks, Striping & ADA Ramps				STP	\$65,769	\$4,231		\$70,000
ST-TE-15	State	Sidewalks: Hwy 92: MP353-353.4, Naco Hwy: Naco Hwy-Collins Rd, Bisbee	Hwy 92:MP353-353.4, Naco Hwy: Naco Hwy-Collins Rd, Bisbee		Construction/Sidewalks				TE18	\$706,987	\$42,734		\$749,721
GEH-BR-08	Greenlee County	Campbell Blue Bridge Replacement	Blue River Road (FR 281), 8.8 South of E Jct US 180	61 feet	Design	Rural Local	2	2	STP	\$200,000	\$12,089		\$212,089
GGH12-03	Graham County	Reay Lane/Safford Bryce Road	Intersection		Construction	Rural Major Collector	2	2	HRRRP	\$424,350	\$25,650		\$450,000
GGH12-03	Graham County	Reay Lane/Safford Bryce Road	Intersection		Construction	Rural Major Collector	2	2	HSIP	\$66,010	\$3,990		\$70,000
SEA15-02	SEAGO/SVMPO Region	Regional Strategic Highway Safety Plan	Various Locations	N/A	Planning Study	Varies	N/A	N/A	HSIP	\$50,000	\$3,022		\$53,022
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	River Road and Pendleton Drive	Varies	Design	Rural Major Collector	2	2	HSIP	\$56,373	\$3,627		\$60,000
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection		Design	Rural Major Collector			HSIP	\$70,467	\$4,533		\$75,000
ST-TE-21	State	Town of Pima US 70 Pedestrian Bridge Extension	US 70, Town of Pima		Construction: Pedestrian Bridge				TE17	\$561,792	\$33,958		\$595,750
GGH13-04	Graham County	Reay Lane Irrigation Canal LTAP	Reay Lane Between US70 & Safford Bryce Road in Safford	.2 miles	Construction	Rural Minor Collector	2	2	HRRRP STP	\$238,390 \$10,000	\$14,410		\$252,800 \$10,000
<b>TOTAL FOR 2017</b>										<b>\$2,700,138</b>	<b>\$148,244</b>		<b>\$2,848,382</b>
<b>2018</b>													
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection		Construction	Rural Major Collector	2	2	HRRRP	\$2,300,000			\$2,300,000
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles	Construction	Urban Minor Arterial	2	2	STP	\$2,357,500	\$142,500		\$2,500,000
CCH18-01	Cochise County	Davis Road Project Assessment and DCR	Davis Road from Hwy 191 to N. Central Highway	1.6 miles	ROW	Rural Major Collector	2	2	STP	\$250,920	\$16,143		\$267,063
NOG 19-01	City of Nogales	Valle Verde/Paseo Verde Paving Project	Valle Verde Dr. and Paseo Verde Drive between Grand Ave. and W. Mesa Verde Dr.	1150 Feet	Construction	Urban Local	2	2	CMAQ	\$471,675	\$26,885		\$498,560
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Construction	Rural Local	2	2	Off-System Bridge STP	\$729,896 \$10,000	\$44,118		\$774,014 \$10,000
<b>TOTAL FOR 2018</b>										<b>\$6,119,991</b>	<b>\$103,612</b>		<b>\$6,223,603</b>
<b>2019</b>													
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	River Road and Pendleton Drive	Varies	Construction	Rural Major Collector	2	2	HRRRP	\$534,354	\$30,486		\$564,840
SCC 18-01	Santa Cruz County	I-19/Ruby Road TI-Improvements	I-19/Ruby Road TI		Design	Rural Major Collector	2	2	CMAQ	\$984,256	\$59,494		\$1,043,750
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection		Construction	Rural Major Collector			HRRRP STP	\$754,400 \$10,000	\$45,600		\$800,000 \$10,000
<b>TOTAL FOR 2019</b>										<b>\$2,283,010</b>	<b>\$135,580</b>	<b>\$0</b>	<b>\$2,418,590</b>
<b>2020</b>													
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$2,000,000	\$120,891		\$2,120,891
LTAP										\$10,000			\$10,000
<b>TOTAL FOR 2020</b>										<b>\$2,010,000</b>	<b>\$120,891</b>		<b>\$2,130,891</b>
<b>2021</b>													
LTAP										\$10,000			\$10,000
<b>TOTAL FOR 2021</b>										<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$10,000</b>
<b>BRIDGE PROJECTS</b>													

**SEAGO REGION**  
**Draft 2017 - 2021 TIP Amendment #3**  
**Approved By: TAC - 1/26/17 Administrative Committee - Executive Committee-**

GGH-BR-02	Graham County	Ft. Thomas River Structure No. 8131	Ft. Thomas River	1000 feet	Scoping, Design, Environmental ROW, and Construction	Rural Local	2	2	Off System Bridge	\$1,000,000	\$60,445	\$1,060,445
GEH-BR-07	Greenlee County	Replacement Structure 8149: Phase 2	Wards Canyon Road, 3.39 miles E Jct US 191	31 feet	Replacement	Rural Local	2	2	Off System Bridge	\$424,350	\$25,650	\$450,000
		<b>TOTAL BRIDGE PROJECTS</b>								<b>\$1,424,350</b>	<b>\$86,095</b>	<b>\$1,510,445</b>
		<b>TOTAL FOR FIVE YEAR PROGRAM</b>								<b>\$14,547,489</b>	<b>\$594,422</b>	<b>\$15,141,911</b>
<b>FUNDING OBLIGATED IN 2016</b>												
ST-TE-16	State	US 70 MP 291 SUP and East Entry Monument (San Carlos Apache Tribe)	US 70 MP 291		Construction/SUP, landscaping, lighting entry monument				TE17	\$956,055	\$57,789	\$1,013,844
GGH-TE-13	Graham County	Golf Course Road SUP	Golf Course Rd from Reay Ln to 20th Ave	7,150 ft	Construction	TE Shared Use Path			TE 18	\$454,752	\$27,488	\$482,240
ST-TE-20	State	SR 191, Sidewalk Project	Reay Lane Between US70 & Safford Bryce Road in Safford		Construction: Sidewalks				TE18	\$312,543		\$312,543
GGH13-04	Graham County	Reay Lane Irrigation Canal Ditch Relocation	Multiple unpaved roads in the unincorporated Rio Rico area of Santa Cruz County.	.2 miles	ROW	Rural Minor Collector	2	2	HRRRP	\$20,746	\$1,254	\$22,000
SCC15-02	Santa Cruz County	Nogales Non-Attainment Area Surfacing	Multiple unpaved roads in the unincorporated Rio Rico area of Santa Cruz County.	9.7 miles	Construction (Chipsealing)		2	2	CMAQ	\$457,355	\$27,645	\$485,000
SCC15-02	Santa Cruz County	Nogales Non-Attainment Area Surfacing	Multiple unpaved roads in the unincorporated Rio Rico area of Santa Cruz County.	9.7 miles	Construction (Chipsealing)		2	2	CMAQ	\$150,000	\$9,067	\$159,067
CCH-19-01	Cochise County	Davis Rd. Improvements	Davis Road MP 9	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,830,468	\$104,337	\$1,934,805
CCH12-09	Cochise County	Davis Rd. Realignment	SR80 to SR191	24miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	HPP	\$1,993,821	\$110,643	\$2,114,338
CCH14-04	Cochise County	Davis Road Improvements	SR191 to Central Highway	1.6 miles	PE (Design Review)	Rural Major Collector	2	2	STP	\$56,373	\$ 3,627	\$60,000
DGS12-05	City of Douglas	Chino Road Extension Phase 1	Chino Road: 3rd Street to 9th Street	.9 miles	Construction	Urban Minor Arterial	2	2	STP	\$46,978	\$3,022	\$50,000
ADOT16-01	ADOT	Bankard Avenue and UPRR railroad crossing 742-038V	Bankard Avenue, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$305,000		\$305,000
ADOT16-02	ADOT	Baffert Place and UPRR railroad crossing 742-036G	Baffert Place, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$313,000		\$313,000
ADOT16-03	ADOT	Banks Bridge-UPRR RR crossing 742-040W	Banks Bridge east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$484,500		\$484,500
ADOT16-04	ADOT	Calle Sonora-UPRR RR crossing 742-037N	Calle Sonora, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$484,500		\$484,500
ADOT16-05	ADOT	Court Street and UPRR railroad crossing 742-041D	Court Street, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$143,000		\$143,000
ADOT 15-01	ADOT	Mt. Turnbull Rd and AZER railroad crossing safety improvements DOT#742-307K	Mt. Turnbull Road (AKA Home Alone Rd), south of US70 @ MP 295.8 in Bylas, Graham County, AZ	0.1	Railroad-Highway Grade Crossing improvements		2	2	HSIP-RGC	\$360,000		\$360,000
GEH-BR-08	Greenlee County	Campbell Blue Bridge Replacement	Blue River Road (FR 281), 8.8 South of E Jct US 180	61 feet	Design	Rural Local	2	2	STP	\$200,000	\$11,400	\$211,400
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Design	Rural Local	2	2	Off-System Bridge	\$235,750	\$14,250	\$250,000
NOG 14-01	City of Nogales	Citywide Traffic Sign Replacement	City Wide	N/A	Construction				HSIP	\$119,517		\$119,517
NOG12-06	City of Nogales	Crawford Street Pavement Project	Sonoita Ave to McNab Drive	0.37	Construction	Urban Collector	2	5	STP	\$485,000	\$29,316	\$514,316
		LTAP							STP	\$10,000		\$10,000
		<b>TOTAL FOR 2016</b>								<b>\$9,419,358</b>	<b>\$401,425</b>	<b>\$9,820,783</b>

<b>Future Construction Projects</b>												
THR12-13	Town of Thatcher	Church Street Widening	US 70 to Stadium Avenue	5,400 feet	Construction	Urban Major Collector	2	3	STP	\$3,017,600	\$182,400	\$3,200,000
CCH12-10	Cochise County	Davis Rd. Improvements	Davis Road MP 13	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$924,560	\$55,885	\$980,445
CCH15-01	Cochise County	Davis Rd. Improvements	Davis Road MP 5	0.61 miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,045,000	\$63,165	\$1,108,165
SAF12-02	City of Safford	20th Ave, Phase 3	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$1,337,000	\$80,815	\$1,417,815

SEAGO REGION  
 Draft 2017- 2021 TIP Amendment #3  
 Approved By: TAC - 1/26/17 Administrative Committee - Executive Committee -

SEAGO Region FY 2016 5310 Awards							
Project ID	Project Sponsor	Project Name	Project Location	Award Type	Federal Share	Local Share	Total Award
SEA-17-01	Easter Seals Blake Foundation - Greenlee Community	Minivan with Ramp to replace VIN 1323	Clifton	Capital	\$39,237	\$4,360	\$43,597
SEA-17-02	Easter Seals Blake Foundation - Graham City Work	Minivan with Ramp to replace VIN 2620	Safford	Capital	\$39,237	\$4,360	\$43,597
SEA-17-03	SEACRS, Inc	Minivan with Ramp to replace VIN 5556	Sierra Vista	Capital	\$39,237	\$4,360	\$43,597
SEA-17-04	SEACRS, Inc	Cutaway with Lift - 14 Passenger to replace VIN 2427	Sierra Vista	Capital	\$56,677	\$6,297	\$62,974
SEA-17-05	Senior Citizens of Patagonia, Inc	Minivan with Ramp Expansion for Sonoita/Elgin	Patagonia	Capital	\$39,237	\$4,360	\$43,597
SEA-17-06	Horizon Health and Wellness	Minivan with No Lift to replace VIN 9862	Sierra Vista	Capital	\$25,290	\$2,810	\$28,100
SEA-17-07	SEAGO	Regional Mobility Manager	Region-wide	Mobility Management	\$135,000	\$33,750	\$168,750
SEA-17-08	SEAGO	Regional Training Program	Region-wide	Mobility Management	\$100,000	\$25,000	\$125,000
SEA-17-09	Easter Seals Blake Foundation - Graham City Work	Minivan with Ramp to replace VIN 1325	Graham County	Capital	\$39,237	\$4,360	\$43,597
SEA-17-10	Easter Seals Blake Foundation - Greenlee Work	Minivan with Ramp to replace VIN 1324	Greenlee County	Capital	\$39,237	\$4,360	\$43,597
SEA-17-11	Easter Seals Blake Foundation - SAGE Graham County	Transit Program Operating Funds	Graham County	Operating	\$40,000	\$40,000	\$80,000
SEA-17-12	Easter Seals Blake Foundation - SAGE Greenlee County	Transit Program Operating Funds	Greenlee County	Operating	\$5,000	\$5,000	\$10,000
SEA-17-13	Santa Cruz Training Program, Inc.	Transit Program Operating Funds	Nogales	Operating	\$10,000	\$10,000	\$20,000
SEA-17-14	Senior Citizens of Patagonia, Inc	Transit Program Operating Funds	Patagonia	Operating	\$8,000	\$8,000	\$16,000
SEA-17-15	Volunteer Interfaith Caregiver Program	Transit Program Operating Funds	Sierra Vista	Operating	\$40,000	\$40,000	\$80,000
<b>Total FY16 Awards</b>					<b>\$655,389</b>	<b>\$197,017</b>	<b>\$852,406</b>



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** FEBRUARY 1, 2017  
**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
May 4, 2017	May 19, 2017 Graham County
August 3, 2017	August 18, 2017 Greenlee County
November 2, 2017	November 17, 2017 Santa Cruz County
February 8, 2018*	February 23, 2017* Cochise County

*\* The February 2018 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)
March 30, 2017
June 1, 2017
October 5, 2017
November 30, 2017

**Attachments:** None.

**Action Requested:**       Information Only       Action Requested Below:



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:**  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** FEBRUARY 1, 2017  
**SUBJECT:** FINANCE REPORT

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As you know, Cindy Osborn has left the organization and we have recruited a new Accounts Manager. Diane Pashley will begin working for SEAGO on February 14<sup>th</sup> so we will not have a finance report available for your packets or at the meeting for the period December 2016 and FY17 year-to-date. As soon as that report is available, we will email it to both the Administrative Council and Executive Board.

Our new auditing firm, Reiger, Carr and Monroe PLC has completed their audit work and has issued their Independent Auditor's Report and Audited Financial Statements for Fiscal Year 2016. It is a clean audit with no findings, our net position improved by \$7,119, and fund balance increased by \$32,050 over Fiscal Year 2015.

In the interest of managing the size of your meeting packets, I have opted to post the Audit Letter and Auditor's report to the calendar item for your meeting. You can download or review these documents by navigating to <http://www.seago.org/events.html> and then clicking on the date of the meeting.

I will attempt to answer any questions you may have regarding the finance report at the meeting.

Attachments: None.

Action Requested:  Information Only  Action Requested Below



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER (EDP)  
**DATE:** FEBRUARY 1, 2017  
**SUBJECT:** EDD INFORMATION

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The purpose of this memorandum is to advise, and receive comments, on the establishment of a SEAGO Economic Development Council (SEDC). The organization of an Economic Development Council is outlined in the 2016-2020 SEAGO CEDS.

## **Background**

Following is the specific strategic goal relative to the formation of an Economic Development Council:

***“Strategic Goal 1: Improve the Economic Development Climate and Economic Development Capability of the SEAGO Region”***

Within Strategic Goal 1 is the following Objective:

***“Create a SEAGO Economic Development District (EDD) Economic Development Advisory Council that is a functional committee resource to the SEAGO Executive Board, and provides guidance to the SEAGO EDD staff.”***

The CEDS proposed tasks to achieve the objective are as follows:

***“It is proposed that a SEAGO Economic Development District Advisory Council be established and structured as an advisory group that can provide direct economic development operational direction to SEAGO staff, and policy recommendations to the Executive Board.***

### **Tasks:**

- ***Engage the process of creating a SEAGO Economic Development Advisory Council.***
- ***Develop a comprehensive list of public and private economic development practitioners in the Region.***
- ***Provide a regular and consistent forum for sharing economic development related information, techniques, conditions and concerns***

***in the SEAGO Region among economic development professionals, practitioners and volunteers.”***

The underlying purpose for the establishment of an SEDC is for SEAGO to provide a forum to encourage and assist economic development practitioners from throughout the Region in developing partnership and collaboration opportunities, sharing of economic development possibilities and resources, and provide relevant economic development related training.

The first meeting of economic development practitioners was held in October of 2016 (see ATTACHMENT 1). For informational purposes, the agenda illustrates the types of training and discussion of issues that will likely be a regular and consistent part of the proposed SEDC meetings. It will consist of relevant and practical “in the trenches” training for economic development practitioners, rather than the “30,000 foot training” that often occurs at economic development seminars and workshops.

The rationale for those invited to the initial “Workshop for Economic Development Practitioners” was to include those individuals in the SEAGO Region who are directly involved in economic development activity, and those individuals from jurisdictions that have been recently involved in economic development projects and/or programs. The participants in the initial “Workshop for Economic Development Practitioners” meeting and those who were invited but not able to attend are as follows:

<b>Workshop Attendees</b>	
Jesse Drake	Santa Cruz County
Marcus Johnson	City of Sierra Vista
Lisa Marra	Cochise County
Jeff McCormick	Town of Pima
Simone McFarland	City of Sierra Vista
Ian McGaughey	Town of Clifton
Mark Schmitt	Cochise College SBDC
George Scott	Southeastern Arizona Economic Development Foundation
Nils Urman	Nogales Community Development Corporation
Dustin Welker	City of Safford
Sean Wenham	Gila Valley Economic Development Corporation
<b>Invited But Unable To Attend</b>	
Alan Baker	Willcox Chamber of Commerce and Agriculture
John Basteen	Town of Duncan
Joe Goodman	Graham County
Mignonne Hollis	Arizona Regional Economic Development Foundation
Akos Kovach	Greenlee County
Kevin Peck	Eastern Arizona College SBDC

During the initial “Workshop for Economic Development Practitioners” meeting, the participants engaged in discussion of:

1. The need for the SEDC
2. The role and function of the SEDC,
3. SEDC membership
4. Level of SEDC formality
5. Schedule for SEDC meetings
6. SEDC meeting agenda

## **Recommendations**

From the discussion, and input from those in the “Workshop for Economic Development Practitioners” meeting, there was consensus on the following recommendations:

1. **Need for the SEDC** - There is a viable need for a regional economic development forum such as the SEDC. The SEDC should provide the opportunity to network and outreach with others in the region involved in economic development. Opportunities for regional and/or inter-community economic development collaboration would be a useful tool for communities to accomplish their respective economic development goals. It also provides a forum to encourage economic innovations and inform SEAGO staff, and its Administrative Council and Executive Board, of ways and means that SEAGO can assist in regional and individual community economic development initiatives. Finally, the SEDC should be a training forum for the economic development practitioners in the Region. The group size would be large enough that trainers will be willing to conduct workshops to provide practical training specifically for the needs of the economic development practitioners in the Region.
2. **Role and function of the SEDC** - Economic development training and collaboration are two of the primary functions of the SEDC. The SEDC would also serve as a forum for economic development practitioners to present and discuss individual community economic needs, issues, successes, failures, and opportunities to collaborate between communities and as a Region. Finally, the SEDC could serve to make economic development recommendations and updates to the SEAGO Executive Board on economic issues that have the potential for regional economic impact. The recommendations could range in form from informal presentations to the Executive Board, to proposed economic development resolutions for Executive Board consideration.
3. **SEDC membership** - The SEDC membership should consist primarily of economic development practitioners. To that end, the standing SEDC membership would be as follows:

### **Cochise County**

Cochise County Communications and Community Relations Administrator  
Sierra Vista Economic Development Manager  
Director, Southeastern Arizona Economic Development Group (SAEDG)  
Director, Arizona Regional Economic Development Foundation (AREDF)



Willcox Chamber of Commerce and Agriculture  
Douglas Economic Development Manager  
Arizona@Work (Cochise, Graham, and Greenlee Counties)  
Director, Cochise College SBDC

Graham County

Director, Graham County Community Development  
Director, Safford Community Development Director  
President or Exec. Dir. – Gila Valley Economic Development Corporation  
Director, Eastern Arizona College SBDC

Greenlee County

Greenlee County Economic Development Coordinator

Santa Cruz County

Santa Cruz/Nogales Economic Development Manager  
Executive Director, Nogales Economic Development Corporation  
Arizona@Work (Santa Cruz County)

While the above positions should constitute the standing members of SEDC, it is recognized that many Town, City, and County Managers also have a significant interest in economic development in their respective communities. Therefore, all members of the SEAGO Administrative Council would receive a notice and agenda of a scheduled SEDC meeting, and be invited to attend the meeting.

4. **Level of SEDC formality** – The SEDC should be an informal group. This will allow the SEDC to avoid the issues of open and public meeting laws and all of the possible encumbrances of a formally authorized SEAGO committee. The SEDC meeting format will be a training, collaboration, and discussion format. It will not be authorized or intended to take any official action, and no voting will take place on economic development issues. On occasion, the SEDC may direct the SEAGO Economic Development Planner to take an issue or a recommended action to the SEAGO Administrative Council and Executive Board.
5. **Schedule of SEDC meetings** – The meetings should be held quarterly to maintain consistent continuity, but not overly burden the participants with yet another meeting. Since a training component is intended to be a part of regular meetings, it is anticipated that the meetings will be physically held at a location within the district. Inasmuch as lengthy travel can be deterrence to meeting attendance, it is intended that the meetings will be held at a central location in either Benson or Willcox. There may be occasions when circumstances dictate that the SEDC meeting be held at a different location in the Region, or that a conference call meeting may be appropriate. In such cases the SEDC will determine the meeting location, or if a “conference call” meeting will suffice.
6. **SEDC meeting agenda** – The regular SEDC meeting agenda will consist of four categories.

- a. Economic Development related training
- b. Member presentation of economic development activity in their respective areas of responsibility.
- c. Discussion of potential areas of economic development collaboration and partnerships
- d. Other items for discussion

While the agenda format will follow the above agenda categories, the SEAGO Economic Development Planner will be responsible to contact each member of the SEDC to obtain specific agenda items that they would like to be placed on the agenda.

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

Action Requested:                     Information Only                     Action Requested Below

**This Memorandum is identified as “Information only.” However, the SEAGO Economic Development Planner requests thoughts, questions, concerns, and recommendations from the Administrative Council and the Executive Board.**

**SEAGO Region  
Workshop  
for  
Economic Development Practitioners**

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**Tuesday, October 4  
8:30 a.m. – 2:15 p.m.  
Cochise College Benson Center  
1025 AZ-90, Benson, AZ**

**Morning**

- 8:30 – 9:00 - Continental Breakfast and Get Acquainted with Regional Economic Development Peers
- 9:00 – 10:30 - Preparing Effective Prospect Information Forms (PIF)  
Presenter: Keith Watkins; Arizona Commerce Authority
- 10:30 – 12:00 - USDA Grants for Rural Economic Development  
Presenter: Jeff Hays; U.S. Department of Agriculture (USDA)

**Lunch**

- 12:00 – 1:15 - Lunch and Economic Practitioners Business meeting (Lunch Provided)
  1. Economic Development practitioner’s discussion of formation of a SEAGO Region Economic Development Council
  2. Discussion of SEAGO Economic Development Council presentation of projects to elected officials.
  3. SEAGO Website
  4. Other

**Afternoon**

- 1:15 – 2:15 - Presentation of U of A MAP Dashboard – Training on the utilization of a newly developed source of economic development data.  
Presenters:  
George Hammond - Director of the U of A Economic and Business Research Center  
Jennifer L. Pullen - Research Economist for the U of A Economic and Business Research Center



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** FEBRUARY 1, 2017  
**SUBJECT:** TRANSIT REPORT

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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>.

SEAGO has partnered with the Volunteer Interfaith Caregiver Program (ViCAP) to provide transportation services to the Willcox area. SEAGO assisted ViCAP in obtaining a van for use in Willcox. In mid-December, ViCAP hired 2 part-time drivers for the project. On December 27, 2016, ViCAP kicked off transportation services. Since funding from the Legacy Grant and FTA Section 5310 will be used to support the program, it will focus on transporting the elderly and disabled to health and wellness services. However, the general public may ride as long as a seat is not taken from an elderly or disabled rider. ViCAP has recruited two volunteer drivers in the area and has also kicked-off its volunteer driver program in the Willcox area. This program uses volunteer drivers with their own vehicles to transport clients to needed services. ViCAP is actively conducting outreach activities to grow their volunteer base and program.

SEAGO will be kicking-off a Willcox Transit Needs Survey on/about February 14, 2017. The survey results will be used to support further grant opportunities for the area.

## **COCHISE COUNTY INTERCITY ROUTE STUDY**

On March 31, 2016, the Administrative and Executive Committees approved accepting a 5304 Planning Grant and approved SEAGO to develop an RFP and select a consultant to perform a feasibility study for an intercity route from Douglas, to Bisbee, Sierra Vista, and Benson. SEAGO published an RFQ and responses were due back August 4, 2016.

SEAGO received three responses and the Route Study Technical Advisory Committee selected Moore and Associates as the consultant to lead the study. The study had its kickoff

meeting on August 24, 2016. Since that time, a Public Involvement Plan, a community survey, a stakeholder survey, and a project website have been developed. The project website is <https://cochisetransitplan.com> and is available in English and Spanish.

The community survey and public outreach phase of the project was very successful. Almost 800 people responded to the survey or participated in the Public Meetings. The survey results showed 18% of the participants indicating they would use the system at least 3 times a week. Another 20% indicated that they would use the system at least 2 times a month. The data strongly supported the development of a service implementation plan (Phase 2). The Phase 2 Public Meetings will be held February 3<sup>rd</sup> and 4<sup>th</sup>. The Public Meeting schedule is as follows:

Friday, February 3, 2017

- 9:00 a.m. – 10:30 a.m. Legacy Foundation of Southeast Arizona (302-01 El Camino Real, Sierra Vista)
- 12:30 p.m. – 2:00 p.m. | Benson Senior Center (705 W. Union St., Benson)
- 5:00 p.m. – 6:15 p.m. | Bisbee Senior Center (300 Collins Rd., Bisbee)

Saturday, February 4, 2017

- 9:00 a.m. – 10:30 a.m. | Douglas Visitor's Center (345 16th St., Douglas)

SEAGO will be applying approximately \$180,000 of Legacy Grant Funding to support a three-year pilot intercity connection.

TAP Royal a subsidiary of TAP (a major bus service provider in Mexico) has joined the Technical Advisory Committee for the feasibility study. TAP Royal currently provides bus service from Nogales to Tucson and Phoenix. They are interested in expanding their service to include a Nogales to Sierra Vista to Benson to Tucson intercity route or a route originating in Mexico through Douglas, to Sierra Vista to Tucson.

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

Action Requested:

Information Only

Action Requested Below



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** FEBRUARY 1, 2017  
**SUBJECT:** SEAGO/SVMPO JOINT REGIONAL STRATEGIC HIGHWAY SAFETY PLAN

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

Our consultant is continuing with detailed analysis of current crash data. Several signalized intersections within the region have outdated or missing traffic count data. Counting for those intersections has been scheduled. TAC Meeting #3 has been scheduled for March 16, 2017.

An additional \$35,000 in HSIP funding was secured to fund law enforcement site visits. The crash data collected from ADOT's crash data base revealed several inconsistencies and irregularities in data available at some of our local law enforcement sites. The TAC felt that direct site-visits were needed to corroborate the data currently available through the ADOT crash data base.

The \$35,000 includes travel costs, data collection time, data analysis, and reporting. The time needs of each site will be unique and will be dependent on agency cooperation, organization, and available resources. Therefore, the financial capability to visit all sites may not be possible. At our January 26<sup>th</sup> TAC Meeting, the TAC prioritized site visits to ensure that we invest the funding where it is most needed. The following information was used to prioritize the site visits:

- Current crash data reviewed for consistency
- Consultant recommendations
- Law enforcement input collected during Stakeholder Meetings
- TAC member concerns involving their law enforcement reporting

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

Attachments: TAC Approved Site Visit Priority List

Action Requested:  Information Only  Action Requested Below

# SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan Site Visit Priority Matrix

	Fatal	Incapacitating Injury	Non Incapacitating Injury	Possible Injury	No Injury	Total	Data Consistent	Site Visit Priority
Pima	0	0	0	0	0	0	No	1
Bisbee	1	2	2	2	10	17	No	2
Tombstone	0	0	0	0	4	4	No	3
San Carlos Apache Tribe	8	0	0	2	6	16	No	4
Greenlee County	6	19	48	32	196	301	?	5
Duncan	2	0	0	0	2	4	?	6
Cochise County	64	152	488	272	2,252	3,228	?	7
Graham County	10	40	102	83	435	670	?	8
Willcox	2	2	19	14	102	139	?	9
Patagonia	0	1	2	0	1	4	?	10
Benson	4	12	43	47	265	371	Yes	11
Thatcher	2	8	30	23	136	199	Yes	12
Safford	3	10	48	96	380	537	Yes	13
Clifton	2	2	25	17	121	167	Yes	14
Santa Cruz County	19	37	165	137	939	1,297	Yes	15
Nogales	11	17	78	150	1001	1,257	Yes	16
Douglas	1	8	54	73	587	723	Yes	17
Huachuca City	0	2	4	4	18	28	Yes	18

**\* SVMPO will determine Sierra Vista site visit needs.**



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL

**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR

**FROM:** LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER

**DATE:** FEBRUARY 1, 2017

**SUBJECT:** AREA AGENCY ON AGING REGION VI UPDATES

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The SEAGO Area Agency on Aging is currently getting ready for its contract compliance review which is schedule to be performed by DES-DAAS on February 22, and February 23, 2017.

The SEAGO AAA SHIP/SMP programs currently have 2 volunteers. One volunteer functions as a SHIP counselor in the Sierra Vista/Bisbee area while the other volunteer functions in a clerical capacity maintaining the client contact files. The program has just finished training our third volunteer who will be covering the Whetstone, Huachuca City, Sonoita, and Patagonia areas. We will also be working with Chiricahua Community Health Centers to train their Healthcare Marketplace Assistors as SHIP Counselors before the end of January. This will give us more in depth coverage of the Bisbee, Douglas and Elfrida and Willcox communities.

The SHIP/SMP program has made steady progress in the last 3 years in outreach efforts, efficiency and consistency. In 2013 the program, with 8 volunteers, participated in 27 public and media events and had a total annual contact with 556 clients, logging in 435 hours for those contacts. In 2016, with 2 volunteers, we participated in 98 public and media events and had a total annual contact with 1,382 clients, logging in 607 hours for those contacts.

Shi Martin, our AAA Health and Nutrition Program Coordinator completed her MOB class eight (8) sessions at thrive (Sierra Vista Mall) with 13 participants who graduated. In coordination with Fry Fire Department a coach training was held in December and five (5) coaches have completed the course. Currently, a participant class of eight (8) sessions is taking place at Prestige Assisted Living. Another class is being planned in Bisbee before the fiscal year is over, if you know of anyone interested in taking the class have them reach out to Shi and she will schedule them in. The first 15 people will be able to take the class; any over that amount will have to be placed on a wait list until the next class comes available.

The Aging Mastery Program (AMP) is a comprehensive and fun approach to living that celebrates the gift of long life. The program combines goal-setting, daily practices, and peer support to help participants make meaningful changes in their lives. Central to the AMP philosophy is the belief that modest lifestyle changes can produce big results and that people can be empowered to cultivate health and longevity.

The National Council on Aging (NCOA) recently began their pilot AMP program. The pilot program started with Pima Council on Aging in Tucson. This was a huge success for PCOA and the other five regions were offered the same opportunity to implement the AMP in our respective regions. If all regions agreed to start this program, NCOA would lower their license cost as this would be a



goal met on their part in adding the state of Arizona to their list. The Arizona Association of Area Agencies on Aging (AZ4A) decided to purchase the license for the rest of the regions hence, regions had to commit to providing the class in their communities and obtain funds to run it. SEAGO-AAA received a sponsorship of \$1,500 from the Legacy Foundation of Southeastern Arizona to implement this class in Sierra Vista. SEAGO-AAA has subcontracted with Jan Vinson a registered nurse to coordinate and deliver the class during spring. Ramona, Shi and I along with Jan received the required training to be under the license for future courses. A class will consist of 7 individuals, materials and snacks will be provided however, a fee of \$25 will be required in order to help assist with material cost and as a guarantee that each participant will complete the course once the materials are ordered. Once this class has taken place, we will look into other areas in the region in order to obtain funds to introduce AMP to them as well. NCOA is working diligently in making this program an evidence based program in order to be able to obtain federal grants towards it.

The AZ4A is also in the process of forming a 501c (3). The SEAGO AAA would be a member organization and will serve on the governing board of directors. AZ4A's 501C(3) status will enable us to apply for grants for the benefit of AAA's throughout the state as a whole, which could include education and advocacy events such as the Aging Summit that was started in 2016 and other unfunded needs.

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

**Attachments:** None.

**Action Requested:**

Information Only

Action Requested Below:



# ADMINISTRATIVE COUNCIL PACKET

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**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** BONNIE WILLIAMS, CDBG PROGRAM MANAGER  
**DATE:** FEBRUARY 1, 2017  
**SUBJECT:** COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
INFORMATION

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As a reminder, applications from the City of Benson, City of Tombstone, Town of Clifton, Graham County and Santa Cruz County for FY17 regional CDBG funds are due to SEAGO July 5, 2017. I have been in contact with relevant community staff to begin the public hearing process. Of course I will assist your staff with the project planning, budgeting and with all the application requirements over the coming months. Exact funding levels have not yet been released.

ADOH has also just released the Notice of Funding Availability (NOFA) for the annual competitive State Special Projects (SSP) funds. Applications will be due to ADOH by May 9, 2017. If you are interested, the complete NOFA is available on their website as an Information Bulletin, and I will have some copies at the meeting.

BW

**Attachment: None**

Action Requested:  Information Only  Action Requested Below