



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JANUARY 30, 2018
SUBJECT: ADMINISTRATIVE COUNCIL MEETING

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

Thursday, February 8, 2018 at 9 a.m.
Cochise College Benson Center
1025 Highway 90
Benson, Arizona

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

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

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



ADMINISTRATIVE COUNCIL AGENDA

9 A.M., WEDNESDAY, FEBRUARY 8, 2018
COCHISE COLLEGE BENSON CENTER
1025 HIGHWAY 90
BENSON, ARIZONA

| | | |
|--|-----------------|-----------------|
| I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS | Chair Soltis | |
| II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues) | Chair Soltis | |
| III. CALL TO THE PUBLIC | Chair Soltis | |
| IV. ACTION ITEMS | | <u>Page No.</u> |
| 1. Consent Agenda | | |
| a. Approval of the November 2, 2017 Minutes | Chair Soltis | 1 |
| b. Nomination to the Advisory Council on Aging | Laura Villa | 4 |
| 2. Discussion and possible action to fill the vacant Administrative Council Vice-Chair position | Randy Heiss | 5 |
| 3. Consideration of the proposed revisions to the SEAGO Bylaws | Randy Heiss | 6 |
| 4. Consideration of Nominee for Cochise County Private Sector Representative | Randy Heiss | 14 |
| 5. Consideration of the proposed revisions to the FY2016 - FY2018 Method of Distribution for CDBG funding | Bonnie Williams | 16 |
| 6. Consideration of Resolution No. 2018-01 relating to NAFTA Renegotiation or Modernization | Larry Catten | 19 |
| 7. Discussion and possible action to authorize initiation of procurement for studies in Graham and Greenlee Counties | Larry Catten | 22 |
| 8. Consideration of 2018 – 2022 TIP Amendment #3 | Chris Vertrees | 23 |
| 9. Discussion and possible action to authorize initiation of procurement for a Willcox Transit Feasibility Study | Chris Vertrees | 27 |

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| D. Economic Development District Report | Larry Catten | 48 |
| E. AAA Updates | Laura Villa | 52 |
| F. Strategic Regional Highway Safety Plan Update | Chris Vertrees | 65 |
| G. CDBG Program Information | Bonnie Williams | 69 |

VI. RTAC REPORT

Kevin Adam

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

Chair Soltis

VIII. FUTURE AGENDA ITEMS

Chair Soltis

IX. ADJOURNMENT

Chair Soltis

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

Individuals with disabilities who require special accommodations or who have limited English proficiency and wish to have an interpreter 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 02, 2017**

OFFICERS PRESENT: Soltis, Tedmond – City of Willcox (*Chair*)
Skeete, Horatio – City of Safford (*Secretary*)

MEMBERS PRESENT: Cooper, Terry – Graham County (*proxy*)
Gale, Kay – Greenlee County
Gilligan, Ed – Cochise County
Lewis, Sean – Town of Pima
McGaughey, Ian – Town of Clifton
McLachlan, Matt – City of Sierra Vista (*phone*)

STAFF PRESENT: Catten, Larry – Economic Development Planner
Heiss, Randy – Executive Director
Merideth, John – Grants/Title VI Coordinator
Pashley, Diane – Accounts Manager
Vertrees, Chris – Transportation Planner
Villa, Laura – AAA Program Manager
Williams, Bonnie – CDBG Program Manager

GUESTS: Adam, Kevin – RTAC

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Chairman Soltis called the meeting to order at 9:05 a.m. and welcomed everyone. Introductions were made.

II. MEMBER ENTITIES' DISCUSSION

No discussion at this time.

III. CALL TO THE PUBLIC

No one from the public was present.

IV. ACTION ITEMS

1. Consent Agenda
 - a. Approval of the August 3, 2017 Minutes
 - b. Nomination to the Advisory Council on Aging

Ms. Gale made a motion to approve the Consent Agenda as presented.

MOTION: Kay Gale
SECOND: Horatio Skeete
ACTION: **UNANIMOUS**

2. Consideration of Resolution No. 2017-13 relating to HURF Transfers to the State General Fund.

Mr. Heiss presented the resolution urging the Governor and Legislature to eliminate the diversion of HURF and other dedicated transportation funding sources to the State General Fund. He stated consideration of the Resolution had been moved from February to November so it would be in place for the start of the Legislative session in January.

MOTION: Horatio Skeete
SECOND: Ian McGaughey
ACTION: **UNANIMOUS**

3. Consideration of the 2018 Transportation Issues Position Statement.

Mr. Heiss presented the 2018 Transportation Issues Position Statement, stating it was also moved from February to November in order to be in place for the January Legislative session. Mr. Heiss outlined the position statements and responded to questions.

MOTION: Ian McGaughey
SECOND: Kay Gale
ACTION: **UNANIMOUS**

4. Discussion and possible action to recommend the appointment of Supervisor Paul David as the alternate to the RTAC Executive Board.

Mr. Heiss discussed the vacancy for a SEAGO alternate to the Rural Transportation Advocacy Council (RTAC) and stated that Supervisor David was willing to serve as the alternate to the current SEAGO representative, Thatcher Mayor Bob Rivera.

MOTION: Kay Gale
SECOND: Ed Gilligan
ACTION: **UNANIMOUS**

5. Consideration of Resolution No. 2017-04 relating to the Douglas Land Port of Entry.

Mr. Catten presented Resolution No. 2017-04 supporting the efforts of the City of Douglas and Cochise County to modernize and expand the current Raul H. Castro Port of Entry, and to construct a new port of entry facility to accommodate commercial cargo.

MOTION: Ed Gilligan
SECOND: Ian McGaughey
ACTION: **UNANIMOUS**

V. INFORMATION ITEMS

- A. Future Meeting Dates

Mr. Heiss outlined the proposed future meeting dates.

B. Roles and Responsibilities of the Administrative Council and Executive Board

Mr. Heiss outlined the roles and responsibilities of the Administrative Council and Executive Board going over the powers and functions of each body and responding to questions. He also pointed out some inconsistencies between the language contained in the SEAGO Bylaws and what is actually being practiced. The Administrative Council suggested preparing revisions to the Bylaws for consideration at a future meeting that will remedy the inconsistencies identified.

C. Implementation of Strategic Plan Goals

Mr. Heiss provided an update on the FY18-22 SEAGO Strategic Plan Update and responded to questions.

D. Quarterly Finance Report

Ms. Diane Pashley provided the quarterly finance report and responded to questions.

E. Economic Development District Report / NAFTA Discussion

Mr. Larry Catten provided the Economic Development report and responded to questions. The Administrative Council discussed the merits of taking a position on the renegotiation and modernization of NAFTA and recommended taking an apolitical position based solely on the positive economic impact NAFTA has had on Arizona and the United States. A resolution will be prepared for future consideration in response to this discussion.

F. AAA Updates

Ms. Laura Villa provided the Area Agency on Aging Region VI updates and responded to questions.

G. Strategic Regional Highway Safety Plan Update

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

H. Transit Report

Mr. Vertrees provided the Transit Report and responded to questions.

VI. RTAC REPORT

Mr. Kevin Adam provided the legislative update and responded to questions.

VII. STAFF ANNOUNCEMENTS / CURRENT EVENTS

None.

VIII. FUTURE AGENDA ITEMS

IX. ADJOURNMENT

Adjournment at 11:10 AM.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER
DATE: JANUARY 30, 2018
SUBJECT: NOMINATION TO FILL VACANT CITY OF WILLCOX ACOA POSTION

On January 18, 2018 the Advisory Council on Aging (ACOA) made a nomination and recommended the appointment of Katrina “Kim” Jackson to replace Laurel Stangle representing the Town of Huachuca City. Almost a year ago now, Laurel had given notification to the ACOA that her medical condition is declining and asked us to find a replacement. Throughout Laurel’s term with the ACOA, she continued actively participating even with her ongoing medical issues.

Mrs. Jackson has expressed an interest in serving on the Advisory Council on Aging representing Huachuca City and surrounding area. Kim feels that she will be a great advocate for elder needs in her community as she has the time and passion to help the older adults. A brief bio for Mrs. Jackson follows:

Mrs. Jackson holds a BA in Business Management, was a director with the U.S. Army telecommunications. Kim has been a volunteer tax aide with the AARP Foundation for the last five years. Kim is also certified as a SHIP-SMP volunteer and assists Ramona with that program. SEAGO-AAA is grateful to have Kim as part of our team as she is dedicated and involved in the community already.

As a reminder, a vacancy remains for representation on the ACOA for the Town of Pima and a position became available for Santa Cruz County unincorporated late in 2017. Additional vacancies on the ACOA recently occurred due to the resignation of member Mrs. Barbarah Ahmann representing the Town of Clifton, and the termination of Mr. Moe Sinsley representing Cochise County unincorporated. Any suggestions on individuals who would be willing to serve in these positions would be greatly appreciated.

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

Attachments: None

Action Requested: Information Only Action Requested Below:

A motion to recommend to the Executive Board approval of the nomination of Mrs. Katrina “Kim” Jackson to fill the vacant position for the Town of Huachuca City on the Advisory Council on Aging.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JANUARY 30, 2018
SUBJECT: ADMINISTRATIVE COUNCIL OFFICER VACANCY

As most of you know, Administrative Council Vice-Chair Tammy Mitchell resigned her position with the Town of Huachuca City November 29th. This leaves a vacancy on the Administrative Committee until your meeting on May 3rd when the officers are scheduled to be elected for FY 2019. It's up to the Administrative Council whether to fill the vacancy, or simply wait until May to do so.

The only problem with waiting until your May meeting is the possibility of not having a quorum for the joint Administrative – Executive Committee meeting scheduled for March 29th. Presently, both our Administrative Council Chair (Ted Soltis) and Secretary (Horatio Skeete) have accepted the calendar invitation for that meeting, but as everyone knows, priorities can shift in response to issues that may arise in your communities.

The Executive Committee does prefer to take actions after considering the recommendations of the Administrative Committee. But because matters considered at the joint Committee meetings are never policy related and are generally non-controversial in nature, the Executive Committee will typically move forward with the proposed business in the absence of a quorum from the Administrative Committee.

As I mention above, the decision to fill this vacancy rests entirely with you, but I did want you to have an opportunity to discuss this and take action if that's the desire of the Administrative Council. I will try to answer any questions you may have at our meeting.

Attachments: None.

Action Requested: Information Only Action Requested Below:

A motion to elect a member of the Administrative Council to fill the vacancy in the Vice-Chair position.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: JANUARY 30, 2018

SUBJECT: RECOMMENDED BYLAWS REVISIONS

At your November meeting, I presented a memorandum outlining the roles and responsibilities of the Administrative Council and Executive Board. In preparing the memorandum, I found some inconsistencies between the language contained in the SEAGO Bylaws and what is actually being practiced. At the suggestion of the Administrative Council, I have prepared some proposed revisions to our [Bylaws](#) which, if approved, will align the language of the Bylaws with the long-time practices of the organization.

Below are each of the areas of inconsistency that were identified, followed by a description of how the inconsistency was addressed. These are presented in the order they appear on the attachment to this memo that contains the proposed Bylaws revisions.

Executive Committee:

For those of you new to the organization, the officers of the Executive Board – the Chair, First Vice Chair, Second Vice Chair, and Treasurer – make up what's known as the [Executive Committee](#).

Annual Budget Review: Currently, the language in the Bylaws provides that the Executive Committee is responsible for review of the annual budget. In my time at SEAGO, the Executive Committee has never exercised this duty. Instead, the annual budget is reviewed, discussed, adjusted, and/or approved by the Executive Board. I have addressed this inconsistency by placing the responsibility for annual budget review under the duties of the full Executive Board in Article VI, Section B, Paragraph 2 of the Bylaws (see attachment).

Annual Evaluation of the Executive Director: Currently, the language in the Bylaws provides that the Executive Committee is responsible for conducting an annual evaluation of the Executive Director and presenting the results to the Executive Board for their consideration, input, and approval. Since the Executive Board is ultimately involved in the approval of the evaluation, I have always opted to ask the entire Board to participate in the annual evaluation so that everyone who is interested in doing so has the opportunity to evaluate my performance. I have addressed this inconsistency by placing the responsibility for annual review of the Executive Director under the duties of the full Executive Board in Article VI, Section B, Paragraph 5 of the Bylaws.

Approval of Emergency Fund Balance Usage: Thus far, there has not been a need for the Executive Committee's approval of the emergency use of fund balance. This responsibility was inserted into Article XII of the Bylaws several years ago in response to looming shutdowns of the federal government. This provision enables the Administrative and Executive Committees to jointly consider a proposal prepared by staff for the emergency use of fund balance should such use become necessary to sustain essential program operations due to a temporary interruption of funding from the federal or state government. The revision to the Bylaws shown on the attachment

simply summarizes provisions of Article XII, Section G of the Bylaws under the powers of the Executive Committee under Article VI, Section D.

Administrative Committee:

The officers of the Administrative Council – the Chair, Vice Chair, and Secretary – make up what’s known as the [Administrative Committee](#).

Approval of Emergency Fund Balance Usage: See the related explanation in the item above pertaining to the Executive Committee. The revision to the Bylaws shown on the attachment simply summarizes provisions of Article XII, Section G of the Bylaws under the powers of the Administrative Committee under Article VII, Section C.

Executive Board:

Membership of Functional Committees: Currently, the Bylaws provide that membership of Functional Committees *shall* be drawn from both the public and private sectors. While private sector representation is included on most of our Functional Committees, this does not apply to all of them. Hence, the proposed revision to Article VIII, Section B, Paragraph 2 of the Bylaws.

Appointment of Functional Committee Members: Functional Committees are formed to address matters such Transportation (Transportation Advisory Committee and RTAC), Environment (Environmental Review Committee), Aging (Advisory Council on Aging), and Economic Development (CEDS Strategy Committee). Currently, the Bylaws provide that members of Functional Committees are appointed by the Executive Board, but historically, the Board has not appointed each and every member to these committees. For example, each member entity has taken the liberty to designate someone from their staff to serve on the TAC. I have addressed this inconsistency by creating an exception in Article VIII, Section B, Paragraph 3 of the Bylaws, in order to enable member entities to designate their employees to serve on Functional Committees without formal appointment by the Executive Board.

Implementing the purposes of gifts, grants, and donations: Currently, the language in the Bylaws provides that the Executive Board shall “do all things necessary to carry out the purposes of” any gifts, grants, and donations received by the organization. In practice, the Board typically relies on SEAGO staff to inform them of new funding sources, and delegates them the authority to manage and administer grant awards unless otherwise required by the funding source. I have addressed this inconsistency by authorizing the Executive Director to carry out these purposes, and to dispose of any related assets upon approval of the Executive Board as shown in the proposed revision to Article XII, Section B of the Bylaws.

Attachments: February 2018 Bylaws Revisions.

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the proposed February 2018 Bylaws revisions to the Executive Board.

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. [Review and 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.
 4. Employment of and dismissal of an Executive Director.
 5. [The responsibility of conducting an annual evaluation of the Executive Director. The Executive Board may schedule a special meeting, an executive session, or both for the purpose of performing the evaluation, and shall present the results of the evaluation to the Executive Director.](#)
- C. The Executive Board shall elect from among its members, who are representatives of Member Entities and subject to election by the voters of their respective jurisdictions, a (1) Chair, who shall preside over meetings of the Executive Board, (2) a First Vice Chair, who shall preside over meetings of the Executive Board in the absence of the chair, (3) a Second Vice Chair, who shall preside over meetings of the Executive Board in the absence of the chair and First Vice Chair, and (4) Treasurer, who shall preside over meetings of the Executive Board in the absence of the chair, First Vice Chair and Second Vice Chair. The officers' terms shall be co-terminus for one year each. These officers of the Executive Board shall comprise the SEAGO Executive Committee. Service on the Executive Committee shall be subject to the following terms:
1. Election of officers of the Executive Board shall be held at the first regularly scheduled meeting of the Executive Board in each calendar year. Newly-elected officers shall take their seats at the conclusion of the meeting at which they were elected. The time between the seating of newly-elected officers is one year and the successive year's seating of officers shall be considered one annual term.
 2. Officers of the Executive Board shall serve a single annual term in each of the officer's position with annual advancement to the next highest seat on the Executive Committee, i.e. Treasurer to Second Vice Chair to First Vice Chair to Chair, provided said officers meet all further requirements as set forth in these Bylaws for service on the Executive Committee.
 3. Beginning with the election of Executive Board officers for calendar year 2004 not more than one officer shall represent Member Entities in one of SEAGO's member counties. The rotation for service among counties shall be as follows: Cochise, Santa Cruz, Greenlee, and Graham Counties. An exception to this would be allowed in instances where a Board

member from a given county is not available to serve as an officer of the Executive Board, in which case the Executive Board shall elect a member to that seat from among their members. Such action will not impact upon the rotation order as stated here beyond the continued service of that “at large” Executive Committee member. This individual, selected “at large” for Executive Committee service, would then be considered by the members from their respective county along with their “regular” (that position coming from that county in normal rotation to the Executive Committee) in determining which should be that member county’s representative after their one year of service as an “at large” Executive Committee member. This manner would allow any county to have more than one member of the Executive Committee for no more than one year.

4. Candidates for Executive Board officers shall be chosen from among the member cities, towns, counties and Native American Tribal Governments in each county by the SEAGO members in that county.
5. In order to be elevated to the position of Chair of the Executive Board, the member representative must have served at least one year on the Executive Board. In instances where the First Vice Chair is subject to rotation to Board Chair has not served at least one year on the Executive Board, the Board shall elect an eligible representative from among their membership. The Board could elect from among these three options to fill the Chair’s seat for that term:
 - Option 1 The Board could elect to have the current Chair hold office for no more than one additional annual term.
 - Option 2 The next lower officer in the rotation having at least one year of service on the Executive Board would be elevated to Chair.
 - Option 3 The Board could elect a Chair from among its membership provided they have served at least one year on the Board.

Such action will not impact upon the rotation order set forth in Paragraph 3., above.

- D. Officers of the Executive Board, the Chair, First Vice Chair, Second Vice Chair, and Treasurer, shall comprise the Executive Committee and shall have the following powers and such other powers as may be delegated by the Executive Board:

~~1. The responsibility of conducting an annual evaluation of the Executive Director. The Executive Committee may schedule a special meeting for the purpose of performing the evaluation and shall present the results of the evaluation to the Executive Board at their next regularly scheduled meeting for their consideration, input, and approval.~~

~~2. Annual budget review.~~

~~31.~~ Conduct meetings and take action in between regularly scheduled meetings of the Executive Board, except that any actions that set or have the effect of setting SEAGO policy shall only

be made by the Executive Board. All members of the Executive Board are encouraged to participate in the discussion, but only the Executive Committee is authorized to vote on the matters under consideration. Meetings may be held in a location deemed suitable by the Executive Committee or by conference call. The posting for the meeting will indicate the structure of the meeting and identify a location that will allow the public to attend and/or listen. The Secretary of the Executive Board shall report all actions taken by the Executive Committee to the Executive Board within 45 days of the date such actions were taken.

[2. Approval of the emergency use of fund balance should it become necessary to do so in order to sustain essential program operations due to a temporary interruption of funding from the Federal or State government in accordance with Article XII, Section G of these Bylaws.](#)

ARTICLE VII – ADMINISTRATIVE COUNCIL

- A. The Administrative Council shall be comprised of the managers of the cities and towns, or the clerks of incorporated municipalities, the county managers (or in any county not having a manager, the clerk of the board of supervisors), or the chief administrative officer of a Native American Tribal Government, or any other Member Entity of SEAGO.
- B. The Administrative Council’s powers and functions shall include:
1. Recommendation to the Executive Board of any matters its members deem appropriate for consideration by the Board.
 2. Coordination of Functional Committees and review of reports and recommendations of these committees without power to reject any of these committees’ recommendations, and referring to the Executive Board any Functional Committee proposals, commenting in support of or against any such proposals or passing on without comment any proposals submitted by Functional Committees.
 3. Responding to the Executive Board’s requests for recommendations, reports, studies, or other information pertinent to the operations of SEAGO.
 4. Each member shall act as liaison to their respective mayor or Member Entity representative with regard to material and information supplied by the Executive Director and shall brief their respective Mayor or Member Entity representative on upcoming action items, Bylaws’ changes, and reports that may require follow-up review.
- C. The Administrative Council shall elect from among its members a (1) Chair, (2) Vice Chair, and (3) Secretary whose terms shall be co-terminus for one year each, at the conclusion of which any or all incumbents may be re-elected, but no officer of the Administrative Council may serve more than three consecutive one-year terms; and officers of the Administrative Council shall commence their terms on July 1 of each year. The officers of the Administrative Council shall comprise the Administrative Committee, and shall have the following powers and such other powers as may be delegated by the Administrative Council subject to the approval of the Executive Board:

1. To provide recommendations as needed to the Administrative Council on pending policy decisions and actions.
2. To serve as an advisory group to the Executive Director pertaining to programs, services, management and conflicts that may arise.
3. Conduct meetings and take action in between regularly scheduled meetings of the Administrative Council. All members of the Administrative Council are encouraged to participate in the discussion, but only the Administrative Committee is authorized to vote on the matters under consideration. Meetings may be held in a location deemed suitable to the Administrative Committee or by conference call. The posting for the meeting will indicate the structure of the meeting and identify a location that will allow the public to attend and/or listen. The Secretary of the Executive Board shall report all actions taken by the Administrative Committee to the Administrative Council within 45 days of the date such actions were taken.
4. [Recommend approval of the emergency use of fund balance should it become necessary to do so in order to sustain essential program operations due to a temporary interruption of funding from the Federal or State government in accordance with Article XII, Section G of these Bylaws.](#)

ARTICLE VIII – COMMITTEES

- A. Standing and Special Committees may be created by the Executive Board and the Administrative Council from among their respective memberships.
 1. Chairs of the Executive Board and the Administrative Council shall be empowered to:
 - a. Define the purpose and responsibilities of committees they create.
 - b. Appoint the Chair of any committee they create.
 2. Committees created by the Executive Board and Administrative Council shall have terms of service corresponding to their appointing authority and shall serve at the pleasure of their appointing authority.
 3. Chairs of Standing and Special Committees may choose their own Vice Chairs.
- B. Functional Committees shall be created and members appointed to these committees by the Executive Board.
 1. Functional Committees shall be concerned with special and particular needs of the community of interests represented in the SEAGO region in such matters as, for example, Housing, Transportation, Aging, Social Services, and Economic Development.

2. Membership of Functional Committees ~~shall~~may be drawn from both the public and private sectors, and representation from the various geographic areas within the SEAGO region will be a factor for consideration by the Executive Board when appointing members.

3. Member entity employees designated by their respective communities to serve on SEAGO Functional Committees do not require formal appointment by the Executive Board.

C. Committees have no power or authority to commit SEAGO to any action, nor are they empowered to set policy for the organization, such powers being reserved to the Executive Board. All SEAGO Committee meetings shall be open to the public.

ARTICLE XII – FINANCES

A. The fiscal year of SEAGO shall commence on July 1.

B. The Executive Board shall have the power to receive bequests, gifts, grants, and donations, of all kinds of property, in fee simple, and with the approval of these Bylaws, authorizes the Executive Director to do all acts necessary to carry out the purposes of such bequests, gifts, grants, and donations, with power to manage, sell, convey, contract, lease, or otherwise dispose of the same in accordance with the terms thereof, or absolutely in case such bequest, grant, gift, or donation be unconditional upon approval of the Executive Board.

C. Assessment Dues

1. Annual assessment dues for all Member Entities shall be established on a per capita basis, with such charges for cities and towns being based on population within their corporate limits, and assessment dues for counties being based on population of their unincorporated areas. Assessment dues assessed any Native American Tribal Government shall reduce the dues assigned the county or counties within which that Tribe's boundaries are situated.

2. Any Member Entity that is more than one year delinquent in paying its assessment will lose its SEAGO membership as set forth in Article V., B., above.

D. The Executive Board may establish a special assessment for any Member Entity of the Organization in connection with administering special projects or undertaking special studies as may be authorized by the Member Entity in accordance with any agreement the Executive Board may enter into with the governing body of the Member Entity.

E. The Executive Board may contract with various agencies, public and private, to have certain staff services and administration performed in furtherance of programs and projects deemed suitable to the Organization's region and to receive funds into the Organization's treasury.

F. Annual Audit

1. The Executive Board shall cause an annual audit of the fiscal accounts and records of the Organization to be performed as soon after the close of the various programs' fiscal year as practicable.
2. The audit report shall be presented to the Executive Board and made available to all official representatives on the Board.

G. Emergency Funding

1. In the event of a temporary interruption of funding provided by the Federal, State or Local governments, for operation of any programs approved in the annual budget process or by other action taken by the Executive Board, the Executive Director shall perform an analysis of the essential operating costs to sustain said programs for a period of thirty (30) days. The Executive Director shall provide an estimate of the duration of the temporary funding interruption, the amount of funding needed to sustain essential program operations until the next regular meeting of the Administrative Council and Executive Board, and any other relevant information, to the Chairs of the Administrative and Executive Committees.
2. The Chairs of the Administrative and Executive Committees shall review the information received from the Executive Director, and determine if a special meeting is necessary. If it is determined that a condition exists that requires a special meeting of the Committees, the Committee Chairs shall authorize the Executive Director to prepare a notice of combined meeting of the Administrative and Executive Committees and distribute it, along with any related material, in accordance with Article XI, Section D., Paragraph 3.
3. After consideration of the information presented by the Executive Director at a special meeting called for purposes of this Section, the Administrative and Executive Committees shall have the authority, on a case by case basis, to approve the use of fund balance, if available. The amount of fund balance used shall be the minimum amount necessary to sustain essential program operations until the next regular meeting of the Administrative Council or Executive Board, and approval shall be subject to the fund balance being reimbursed by the funding source after the funding interruption has ended.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: JANUARY 30, 2018

SUBJECT: COCHISE COUNTY EXECUTIVE BOARD PRIVATE SECTOR REPRESENTATIVE

As you may be 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 second term of office for Cochise County Private Sector Representative, Mark Schmitt will expire at your meeting on February 23rd. It has been a great pleasure working with Mark over the years, but since Mark is ineligible for another contiguous term, there is a need to find someone to replace him on the Executive Board.

Ensuring that there is representation on our Board from as many of the various sectors as possible is important to EDA, and they have questioned our Board composition in the recent past. Knowing that the current balance of private sector representatives has been acceptable to EDA, I asked outgoing Representative Schmitt to reach out to some of his colleagues at Cochise College in order to identify another person from education to serve on the Board. Mark recommended I approach Barbara Richardson, Assistant Dean for Outreach, to see if she would be willing to be considered for nomination, and Ms. Richardson has graciously agreed to serve in this capacity.

I forwarded Barbara's bio to the Cochise County member entity representatives for their consideration and expect one of them to nominate her (or someone else) by the time of your meeting. I've attached Barbara's bio for your consideration in the event one of the Cochise County member entity representatives is willing to nominate her. If that doesn't happen, you have the option to table this item until the May meeting.

Attachments: Barbara Richardson Bio

Action Requested: Information Only Action Requested Below:

A motion to recommend the appointment of Ms. Barbara Richardson as a Cochise County Private Sector Representative on the Executive Board.

Barbara Richardson Bio

Barbara Richardson has worked for Cochise College since 2010. She currently serves as the Assistant Dean for Outreach with oversight of Benson, Willcox and Ft. Huachuca Centers and the college's dual enrollment programs with Cochise County high schools. Barbara completed her undergraduate work and her M.B.A. at Wayland Baptist University. Working in post-secondary education for over 20 years in a variety of capacities serving mostly rural areas, she has found great reward in creating opportunities for students. Education is powerful and provides an opportunity to change the entire dynamic of a family's future. Barbara moved to Cochise County in 2009 and resides in Benson.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL

FROM: BONNIE WILLIAMS, CDBG PROGRAM MANAGER

THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: JANUARY 30, 2018

SUBJECT: REVISION TO THE FY2016 – FY2018 METHOD OF DISTRIBUTION

Under SEAGO’s current Method of Distribution (MOD) for Fiscal Years 2016 – 2018, each of the six jurisdictions participating in the Community Development Block Grant (CDBG) Regional Account (RA) for the Cochise County subregion receive ½ of the available funding every third year. Due to the extensive administrative requirements of the CDBG program, the City of Willcox was considering entering into an arrangement with the City of Bisbee under which Bisbee would receive the entire Cochise County RA allocation in 2018, and in turn, Willcox would receive the entire RA allocation in 2021. This practice is recognized as ‘gifting’ under our MOD.

In discussing the proposed gifting of funds, it was suggested that the participating Cochise County jurisdictions consider revising the current MOD to implement a six-year rotation under which each community would receive the entire RA allocation, to enable these jurisdictions to accomplish projects of larger scale than under the current MOD. As a result, a Subregional Working Group made up of the six participating jurisdictions from Cochise County scheduled a conference call on January 11th, to discuss whether to revise the MOD to implement a six-year rotation, or to continue the current rotation.

A memorandum outlining the various impacts a six-year rotation may have on each community was prepared by SEAGO staff and distributed to the Working Group a week prior to the conference call. Four out of the six participating jurisdictions (Benson, Cochise County, Huachuca City, and Willcox) were able to participate in the conference call. Two of the jurisdictions (Bisbee and Tombstone) did not participate, but expressed their preferences through separate communications with SEAGO. After discussing the matter, it was the consensus of the Working Group (five in favor, and one against) to revise the FY2016 – FY2018 MOD to reflect a six-year rotation schedule beginning with Bisbee in 2018.

Attachment 1 to this memorandum indicates how Appendix A of the current FY2016 – FY2018 MOD will be revised to show Bisbee receiving the entire Cochise County RA allocation in FY2018. The proposed six-year rotation cycle is shown in Attachment 2 to this memorandum. Because 2018 is the final year of the current MOD, next year, a new MOD for the entire region will be developed in cooperation with our member entities for FY2019 – FY2021 reflecting a continuation of the rotation shown on Attachment 2.

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

Attachments: Attachment 1 - FY2016 – FY2018 MOD Appendix A; Attachment 2, Proposed Six-Year MOD rotation for Cochise County.

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the proposed revision to the FY2016 - FY2018 Method of Distribution to the Executive Board.

Attachment 1

Proposed Revision to the FY2016 – FY2018 MOD – February 2018

APPENDIX A

COCHISE COUNTY SUB-REGION'S ROTATION SYSTEM

The communities of Sierra Vista and Douglas are Entitlement Community status and will not be included in the Cochise County sub-regional rotation. Within the Cochise County sub-region **ONLY**, each of the six remaining communities within Cochise County: Benson, Bisbee, Cochise County, Huachuca City, Tombstone, and Willcox will follow a three-year rotation.

1. In 2016, the total sub-regional allocation will be awarded to Cochise County, and Huachuca City, providing activity projects are eligible and the applicant has met all compliance thresholds according to ADOH regulations.
2. In 2017, the total sub-regional allocation will be awarded to Benson and Tombstone, providing activity projects are eligible and the applicant has met all expenditure and compliance thresholds according to ADOH regulations.
3. **In 2018, the total sub-regional allocation will be awarded to Bisbee,** providing activity projects are eligible and the applicant has met all compliance thresholds according to ADOH regulations.
4. Communities may trade positions if SEAGO is notified prior to September 1 of each year. The next MOD must contain the final order of funding for that year. Upon receipt of such notification, SEAGO will inform the Department of Housing.
5. All applicants are aware that although the rotation schedule is agreed to in this MOD, there is no legally binding commitment from ADOH for future years funding to any community.

Attachment 2

Proposed Six-Year MOD Rotation for Cochise County*

| Cochise County MOD Rotation 2018 – 2023 | | | | | | |
|--|-------------|-------------|-------------|-------------|-------------|-------------|
| Community | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 |
| Benson | | | | | \$471,036 | |
| Bisbee | \$471,036 | | | | | |
| Cochise County | | | | | | \$471,036 |
| Huachuca City | | | \$471,036 | | | |
| Tombstone | | \$471,036 | | | | |
| Willcox | | | | \$471,036 | | |

*The funding amounts shown in the table above are based on the actual amount of the FY2017 Cochise County RA allocation. Funding amounts in future years may vary.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER
DATE: JANUARY 30, 2018
SUBJECT: CONSIDERATION OF RESOLUTION NO. 2018-01

The North American Free Trade Agreement (NAFTA) is currently being renegotiated (termed as “modernization” by the Director of the Trade and NAFTA Office at the Mexican Embassy in Washington D.C.). A few months ago, a member of the SEAGO Executive Board suggested that SEAGO consider a resolution supporting a fair, equitable and mutually acceptable renegotiated trade agreement. To effectively consider a possible resolution that reflects the interests of SEAGO’s members, the Administrative Council and the Executive Board discussed the propriety and efficacy of SEAGO adopting a resolution regarding the benefits of NAFTA for the State of Arizona and the SEAGO Region.

The North American Free Trade Agreement (NAFTA) by and between the U.S., Mexico, and Canada has been in existence since January 1994. A general overview of that Agreement is that it:

- 1) provided for the elimination of most tariffs on products traded among the three countries;
- 2) liberalized trade in agriculture, textiles, and automobile manufacturing; and
- 3) sought to protect intellectual property, establish dispute-resolution mechanisms, and, through side agreements, implement labor and environmental safeguards

Literally, thousands of analytical data points have been developed and examined to understand the economic impact of NAFTA in Arizona, and some of them were presented to the Administrative Council and the Executive Board.

At the November 17, 2017 Executive Board meeting, the Board directed the Economic Development Planner to draft a SEAGO resolution that would: 1) highlight some of the benefits that Arizona has experienced because of NAFTA, 2) recognize that it is beneficial to update and modernized the 24 year old Agreement consistent with today’s economy, and 3) express support for continuing NAFTA as a viable instrument for Arizona economic development.

Resolution 2018-01 is drafted with the intent of complying with the Executive Board’s direction.

Attachments: Resolution No. 2018-01

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of Resolution No. 2018-01 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**
- **Community and Economic Development**
- **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

RESOLUTION NO. 2018-01

A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION SUPPORTING THE CONTINUATION OF THE NORTH AMERICAN FREE TRADE AGREEMENT

WHEREAS, on January 1, 1994, the U.S. formally entered into the North American Free Trade Agreement (NAFTA) which, among other things, removed many tariffs and other barriers to trade between the U.S., Mexico and Canada, and facilitated increased trade in agriculture, textiles, and automotive manufacturing.

WHEREAS, according to the U.S. Chamber of Commerce, trade with Canada and Mexico has nearly quadrupled to \$1.3 trillion since the enactment of NAFTA, and now supports nearly 14 million American jobs; and

WHEREAS, since NAFTA took effect, trade volumes between Mexico and Arizona have increased by more than 300%, with 41% of Arizona’s exports now going to Mexico; and

WHEREAS, NAFTA’s positive impact on the Arizona economy has been well documented by extensive analysis and data. For example, in 2016:

- Arizona experienced a \$900 million trade surplus with Mexico, with exports to Mexico of \$8.3 billion and imports from Mexico of \$7.4 billion, according to International Trade Association data.
- Arizona exports to Canada reached \$2.1 billion according to International Trade Association data.
- U.S. exports to Mexico through Arizona ports of entry reached \$11.9 billion.
- The fresh produce import and distribution industry in Santa Cruz County, Arizona supported more than 4,000 jobs.
- A large majority of Arizona’s metal ores (96%), engines and turbines (91%), and vegetables and melons (77%) were exported to Mexico and Canada; and

WHEREAS, since announcing President Donald Trump's intent to renegotiate NAFTA, six out of seven negotiating sessions held by and between the NAFTA trade partners have produced few points of agreement, and the Administration has indicated that if the U.S. is unable to reach agreement on specific negotiating objectives, it may terminate the Agreement; and

WHEREAS, an analysis by the U.S. Chamber of Commerce concluded that if NAFTA was terminated, Arizona risks the elimination of 236,000 direct and indirect border related jobs.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1) That the SEAGO Executive Board recognizes that, as a 24 year old trade agreement, it is understandable and advisable that NAFTA be thoroughly reviewed by each of the affected countries, and modernized to reflect the economic changes that the U.S., Mexico, and Canada have experienced over the past 24 years; and
- 2) That the SEAGO Executive Board urges the affected countries to update and modernize the trade agreement, and agree to mutually acceptable terms consistent with the respective countries' current economic conditions, relationships, and needs; and
- 3) That the SEAGO Executive Board urges the affected countries to renegotiate NAFTA in good faith, and reach terms favorable to continuing the Agreement as it is critical to maintain the vibrant and successful economic relationship between the U.S., Mexico, and Canada.

Passed and adopted by the SEAGO Executive Board on this 23rd day of February, 2018.

Gerald "Sam" Lindsey, Chair
Executive Board

Randy Heiss, Executive Director
SouthEastern Arizona Governments Organization



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER
DATE: JANUARY 30, 2018
SUBJECT: EXECUTIVE BOARD AUTHORIZATION FOR THREE (3) SEAGO
REQUESTS FOR PROPOSALS (RFP) FOR CONSULTING SERVICES

SEAGO has recently been awarded grants for studies to be managed and conducted by SEAGO in collaboration with Graham and Greenlee County officials. The details of the grants, and the funded studies, are identified in the "Information Memorandum – Recent Economic Development Activity" dated January 30, 2018. The subject grants and requisite studies are:

1. Graham County Target Industry Study
2. Greenlee County Target Industry Study
3. Greenlee County Housing Feasibility Study

Each of the grant funded studies will require the services of qualified consultants, and each will require an expenditure in excess of \$30,000.00 to retain the services of said consultants. Pursuant to SEAGO's procurement policy, the purpose of this memorandum is to request Executive Board approval to solicit RFPs from consultants to provide the analytical and consulting services required to complete each of the studies.

Attachments: None.

Action Requested: Information Only Action Requested Below:

A motion to recommend approval to the Executive Board for SEAGO staff to solicit RFPs for 1) a Graham County Target Industry Study; 2) a Greenlee County Target Industry Study, and 3) a Greenlee County Housing Feasibility Study.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: JANUARY 31, 2018
SUBJECT: SEAGO 2018-2022 TIP AMENDMENT #3

The following are Amendments to our 2017-2021 TIP that were approved by the TAC at our January 18th meeting:

NOG19-02 – City of Nogales - (Bankerd Avenue Paving Project): This is a CMAQ project. This project was evaluated by a CMAQ project review committee in December 2015. The committee recommended the project to be funded when funding became available. The ADOT Air & Noise Program has notified SEAGO that funding for this project will be available in FY19. The project will be added to the TIP in the following manner:

Year:**2019**
Phase: **Design**
Federal Share: **\$69,103**
Local Share: **\$4,178**
Total Design Cost: **\$73,281**

Year:**2020**
Phase: **Construction**
Federal Share: **\$214,462**
Local Share: **\$12,964**
Total Construction Cost: **\$227,426**

Total Project Cost: **\$300,707**

NOG20-01 – City of Nogales - (Pathway Project, Baffert Dr to Nogales High School): This is a CMAQ project. This project was evaluated by a CMAQ project review committee in December 2015. The committee recommended the project to be funded when funding became available. The ADOT Air & Noise Program has notified SEAGO that funding will be available in FY20. The project was added to the TIP in the following manner:

Year:**2020**
Phase: **Design**
Federal Share: **\$121,162**

Local Share: **\$7,324**
Total Design Cost: **\$128,486**

Year: **2021**
Phase: **Construction**
Federal Share: **\$637,780**
Local Share: **\$38,551**
Total Construction Cost: **\$676,331**

Total Project Cost: **\$804,817**

Attachments: SEAGO TIP Amendment #3.

Action Requested: Information Only Action Requested Below

A motion to recommend to the Executive Board the approval of SEAGO 2018-2022 TIP Amendment #3.

SEAGO REGION
 Draft 2018- 2022 TIP Amendment #3
 Approved By: TAC - 1/18/18 Administrative Council- Executive Board -

| 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 |
|------------------------|--------------------|--|---|------------|----------------------------|-------------------------------|-----------------|----------------|-------------------|---------------------|------------------|----------------|---------------------|
| 2018 | | | | | | | | | | | | | |
| DGS17-01 | City of Douglas | Chino Road Extension Phase 2 | Chino Road: 9th Street to SR90 | .85 miles | Design | Urban Minor Arterial | 2 | 2 | STP | \$75,440 | \$4,560 | | \$80,000 |
| 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 | \$15,167 | | \$266,087 |
| 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 | Design | Urban Local | 2 | 2 | CMAQ | \$80,593 | \$4,871 | | \$85,464 |
| 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 | Design (PMDR Fee) | Urban Local | 2 | 2 | CMAQ | \$28,290 | \$1,710 | | \$30,000 |
| 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 | \$2,664,700 | \$159,865 | | \$2,824,565 |
| SCC12-03 | Santa Cruz County | Drive Intersection Improvements | Intersection | | Design | Rural Major Collector | | | HSIP | \$70,725 | \$4,275 | | \$75,000 |
| SCC12-03 | Santa Cruz County | Rio Rico and Pendleton Drive Intersection Improvements | Intersection | | ROW | Rural Major Collector | | | HSIP | \$188,600 | \$11,400 | | \$200,000 |
| 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 | \$729,896 | \$44,118 | | \$774,014 |
| | | LTAP | | | | | | | STP | \$10,000 | | | \$10,000 |
| | | TOTAL FOR 2018 | | | | | | | | \$4,099,164 | \$245,966 | | \$4,345,130 |
| 2019 | | | | | | | | | | | | | |
| 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 | \$2,282,060 | \$137,940 | | \$2,420,000 |
| GGH12-04 | Graham County | 8th Ave & Airport Rd Intersection | Intersection | | Construction | Rural Major Collector | 2 | 2 | HPP | \$996,375 | \$60,226 | | \$1,056,601 |
| GGH12-04 | Graham County | 8th Ave & Airport Rd Intersection | Intersection | | Construction | Rural Major Collector | 2 | 2 | HRRRP | \$2,300,000 | | | \$2,300,000 |
| 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 | \$409,942 | \$24,779 | | \$434,721 |
| NOG 19-02 | City of Nogales | Bankerd Ave. Paving Project | Bankerd Avenue from East Doe Street Intersection | 510 Feet | Design | Urban Local | 2 | 2 | CMAQ | \$69,103 | \$4,178 | | \$73,281 |
| 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 |
| | | LTAP | | | | | | | STP | \$10,000 | | | \$10,000 |
| | | TOTAL FOR 2019 | | | | | | | | \$14,814,821 | \$752,241 | | \$15,567,062 |
| 2020 | | | | | | | | | | | | | |
| 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 |
| NOG 20-02 | City of Nogales | Pathway Project, Baffert Dr to Nogales High School | East side of Grand Avenue from Baffert Drive to Country Club Drive. Intersects with Grand Avenue path on south side of Frank Reed Road to Nogales High School | 3 miles | Design | N/A | N/A | N/A | CMAQ | \$121,162 | \$7,324 | | \$128,486 |
| NOG 19-02 | City of Nogales | Bankerd Ave. Paving Project | Bankerd Avenue from East Doe Street Intersection | 510 Feet | Construction | Urban Local | 2 | 2 | CMAQ | \$214,462 | \$12,964 | | \$227,426 |
| SCC12-03 | Santa Cruz County | Rio Rico and Pendleton Drive Intersection Improvements | Intersection | | Construction | Rural Major Collector | | | HRRRP | \$984,555 | \$50,445 | | \$1,035,000 |
| | | LTAP | | | | | | | STP | \$10,000 | | | \$10,000 |
| | | TOTAL FOR 2020 | | | | | | | | \$3,330,179 | \$191,624 | \$0 | \$3,521,803 |
| 2021 | | | | | | | | | | | | | |
| NOG 20-02 | City of Nogales | Pathway Project, Baffert Dr to Nogales High School | East side of Grand Avenue from Baffert Drive to Country Club Drive. Intersects with Grand Avenue path on south side of Frank Reed Road to Nogales High School | 3 miles | Construction | N/A | N/A | N/A | CMAQ | \$637,780 | \$38,551 | | \$676,331 |
| | | LTAP | | | | | | | STP | \$10,000 | | | \$10,000 |
| | | TOTAL FOR 2021 | | | | | | | | \$10,000 | \$0 | | \$10,000 |
| 2022 | | | | | | | | | | | | | |
| 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 |
| | | LTAP | | | | | | | STP | \$10,000 | | | \$10,000 |
| | | TOTAL FOR 2022 | | | | | | | | \$3,027,600 | \$182,400 | \$0 | \$3,210,000 |

SEAGO REGION
Draft 2018- 2022 TIP Amendment #3
Approved By: TAC - 1/18/18 Administrative Council- Executive Board -

| BRIDGE PROJECTS | | | | | | | | | | | | |
|------------------------------------|--------------------|---|---|-----------|--|-----------------------|-----|-----|-------------------|---------------------|--------------------|---------------------|
| 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 | Soap Box Canyon Bridge 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 |
| TOTAL BRIDGE PROJECTS | | | | | | | | | | \$1,424,350 | \$86,095 | \$1,510,445 |
| TOTAL FOR FIVE YEAR PROGRAM | | | | | | | | | | \$26,706,114 | \$1,458,327 | \$28,164,441 |
| FUNDING OBLIGATED IN 2017 | | | | | | | | | | | | |
| 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 | \$66,010 | \$3,990 | \$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 | \$56,580 | \$3,420 | \$60,000 |
| 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 |
| GGH12-04 | Graham County | 8th Ave & Airport Rd Intersection | Intersection | | Design | Rural Major Collector | 2 | 2 | HPP | \$700,000 | | \$700,000 |
| GGH13-04 | Graham County | Reay Lane Irrigation Canal Ditch Relocation | Reay Lane Between US70 & Safford Bryce Road in Safford | .2 miles | ROW | Rural Minor Collector | 2 | 2 | HRRRP | \$68,000 | \$4,110 | \$72,110 |
| GGH13-04 | Graham County | Reay Lane Irrigation Canal Ditch Relocation | Reay Lane Between US70 & Safford Bryce Road in Safford | .2 miles | Construction | Rural Minor Collector | 2 | 2 | HRRRP | \$184,200 | \$11,134 | \$195,334 |
| | LTAP | | | | | | | | STP | \$10,000 | | \$10,000 |
| TOTAL FOR 2016 | | | | | | | | | | \$3,343,929 | \$144,098 | \$3,488,027 |

| Future Construction Projects | | | | | | | | | | | | |
|------------------------------|-----------------|------------------------|-------------------------------|------------|--|-----------------------|---|---|-----|-------------|----------|-------------|
| 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 |



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: JANUARY 31, 2018
SUBJECT: APPROVAL OF WILLCOX FEASIBILITY STUDY PLANNING GRANT

Last summer, SEAGO conducted a Transit Needs Survey of the Willcox area to determine the potential demand for transportation services. SEAGO used three methods to identify demand:

1. The historic service data compiled by the Northern Cochise Community Hospital;
2. Need-Demand estimates based on an established formula provided by the Federal Transit Cooperative Research Program using US Census data; and
3. The survey tool provided throughout the service area in both English and Spanish.

Historic Demand: In 2009, the Northern Cochise Community Hospital, expanded its nursing home transportation program to include demand response services for the elderly and disabled among the general population within the Hospital's 950 square mile service area. In 2010, the Hospital applied to ADOT for vehicles under the 5310 FTA program, in support of its expanded services and growing demand. At the time of application, the system, annually, was providing over 16,000 trips, 2,400 service hours, and over 15,000 service miles. The program closed in 2015 due to project costs.

TCRP Demand: The survey utilized the Transit Cooperative Research Program (TCRP) Rural Transit Demand Estimation Tool to identify transit demand for services. The tool provides a realistic range of transportation need based on the number of persons living below poverty, the number of households without access to an automobile, and the trips per household per day for low income families based on national research. The output from the TCRP Rural Transit Demand Estimation Tool estimated a demand of 11,600 annual one-way trips.

Survey Demand: Finally, the survey data was applied to the TCRP formula. The output from the TCRP Rural Transit Demand Estimation Tool estimated a demand of 13,636 annual one-way trips.

All three models demonstrated significant demand for services. As a result, SEAGO submitted a FTA Section 5305 Transit Planning Grant application for a Willcox Area Transit Feasibility Study. SEAGO requested \$70,000. On December 8, 2017, SEAGO was notified

that the grant was awarded. The FTA share of the project will be \$56,000. Local match will be \$14,000. SEAGO can use in-kind services to meet the match requirements. The goal of the study is to conduct a deeper look into the demand/need of transit services and develop an implementation plan for public bus service (FTA Section 5311) for the Willcox area. The study will explore the possibility of a dial-a-ride service that builds on the current VICaP service model and opens access to additional transit funding opportunities for Willcox and northeast Cochise County. A feasibility study is a precondition for applying for FTA Section 5311 funding and is available to support an application for 5 years.

SEAGO will be doing a majority of the work in-house. SEAGO may need outside GIS mapping assistance. If needed, those services will be procured in compliance with our procurement procedures. I have attached the project's draft scope of work and our ADOT Award Letter.

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

Attachments: Willcox Feasibility Study Scope of Work; ADOT Award Letter.

Action Requested: Information Only Action Requested Below

A motion to approve the acceptance of the FTA Section 5305 Transit Planning Grant Award to conduct a Willcox Area Transit Feasibility Study and authorize any associated procurement needed for the study.



Willcox Area Transit Feasibility Study Scope of Work

The Willcox Area Transit Feasibility Study would evaluate the feasibility of public bus service for Willcox and the unincorporated communities of Sunsites, Pearce, Cochise, and Kansas Settlement. The study would be completed in two phases:

- The first phase would be an identification of needs and opportunities for developing a FTA Section 5311 bus program for Willcox and surrounding communities. This will include inventorying existing services and identifying demand for service. Phase 1 will evaluate various service options and development of a short list of feasible alternatives. This would also include a detailed analysis of each feasible service option including total operating cost, benefits and projected performance measures.
- Pursuant to successful identification of a preferred service alternative, Phase 2 would be the identification of a preferred service option and implementation plan, should a positive feasibility finding be determined.

It is anticipated that the Feasibility Study will consist of the following six tasks.

Phase 1: Identification of Needs and Opportunities

Task 1: Assessment of Existing Conditions:

The purpose of this task is to determine current conditions within the study area. Demographics, socio-economic information, location of key trip generators, and planned development will shape the service alternatives provided through the study.

1.1 Review existing documents to identify ongoing and planned development within the study area. These documents include but are not limited to:

- Southeastern Arizona Regional Transportation Coordination Plan-2017;
- City of Willcox General Plan-2009;
- SEAGO – Willcox Transit Needs Survey Report - 2017
- Cochise County Long Range Transportation Plan - 2015
- Cochise County Intercity Bus Feasibility Study - 2017

1.2 Review travel patterns between Willcox, Benson, Sunsites, Pearce, and Kansas Settlement.

1.3 Analyze and document existing demographic and socio-economic data.

1.4 Identify key travel destinations.

Deliverable: *Technical memorandum #1 – Assessment of Existing Conditions.*

Task 2: Inventory existing services and identify potential service operators.



Willcox Area Transit Feasibility Study

Scope of Work

During this task, a clear picture of mobility options within the study area will be developed. In addition, coordination with existing public transit providers will help identify a potential operator for a potential transit service.

2.1 Review the Southeastern Arizona Regional Transportation Coordination Plan 2017 for an inventory of existing service providers in Cochise County. Confirm and/or update this inventory as necessary.

2.2 Work with local transit operators (Volunteer Interfaith Caregiver Program - VICaP) to determine service needs and current connectivity within the region. Identify a potential operator for an intercity transit service.

2.3 Review VICaP's current service model and determine their capacity to provide 5311 bus service.

Deliverable: *Technical memorandum #2 – Summary of Existing Transportation Services*

Task 3: Public Involvement.

Public involvement for this study will engage diverse and traditionally underrepresented communities via traditional avenues (city announcements, library fliers, newspapers, etc.); social media; and outreach through local organizations, faith-based and cultural organizations, and other key stakeholder groups.

3.1 Develop and implement a Public Involvement Plan (PIP) including public meetings, creation of a Technical Advisory Committee, and promotional activities. The PIP will guide public involvement throughout the project.

3.2 Coordinate outreach efforts, which will include two series of public meetings. The first series of meetings (during Task 2) will solicit community input regarding the need for a 5311 transit program. The second (following completion of Task 4) will present the service alternatives for public review. At least one meeting in each series will be held within each of the two primary communities (Willcox and Sunsites/Pearce). Promote and facilitate each meeting through traditional information channels as well as social and "new" media.

3.3 Prepare and administer a community survey to assess community mobility needs, current intercity travel patterns and modes, and potential use of a new intercity transit service.

3.4 Conduct outreach to key stakeholders, such as elected officials, social services, educational institutions, healthcare providers, and key employers. Such outreach is particularly important as it captures information about groups within the community which may not otherwise participate in the study process. Utilize tactics such as interviews, surveys, and/or roundtable discussions to gather input from stakeholders.

Deliverables: *Technical memorandum #3 – Public Involvement Plan (PIP); public meeting materials, agendas, sign-in sheets, and summaries; community survey instrument; technical memorandum #4 – Community Survey Analysis; technical memorandum #5 – Summary of Stakeholder Outreach.*



Willcox Area Transit Feasibility Study Scope of Work

Task 4: Develop service options.

Drawing on the data developed during Phase 1, Task 4 will include creation of multiple service alternatives specific to a 5311 bus program. Once the preliminary service concepts have been developed, they will be expanded to identify funding needs, operational requirements, and service parameters.

4.1 Identify multiple scenarios including routing, terminus points, and intermediate stops. Evaluate potential locations for route origination. Develop parameters for each service option, including but not limited to: hours of operation, service frequency, service schedules, vehicle service hours and vehicle service miles, operating cost, and vehicle requirements. Additional analysis should include coordination with relevant transit agencies on connections/transfers to existing service and the capacity of existing transit facilities to meet forecast demand.

4.2 Identify capital needs: Facilities (e.g., bus shelters and Park & Rides), luggage racks, access to WiFi, and other amenities which are deemed necessary, recommended to effectively capture ridership, or otherwise make the program eligible for Federal Transit Administration (FTA) Section 5311f Intercity Bus Program funding. Evaluate adequacy of existing transit facilities to support the proposed service options and, if necessary, identify additional capital investments.

4.3 Evaluate operating, maintenance and capital costs associated with each feasible service alternative.

4.4 Identify fare structure needed to support the proposed service options. Calculate fare revenue projections for each option.

4.5 Identify if alternative transportation options, such as a volunteer vanpool program, are feasible as an alternative where applicable, including operating costs, capital needs, coordination needs, and ridership projections. Provide strategies for improved service coordination and more effective utilization of resources available through health and human service agencies for transportation.

4.6 Identify funding options for operating and capital costs associated with each service option.

Deliverable: *Technical memorandum #6 – Service Alternatives.*

Phase 2: Identify a Preferred Service Option

Task 5: Select preferred alternative and prepare implementation plan.

Task 5 will identify a preferred alternative and finalize the service plan, including a timeline for implementation and strategies for promotion of the new service.

5.1 Evaluate proposed service options based on their ridership potential, cost-effectiveness, and other transportation and environmental impacts. Identify a preferred alternative and provide a proposed schedule; fare structure; operating, financial, and capital plans; and marketing plan.



Willcox Area Transit Feasibility Study Scope of Work

5.3 Provide implementation strategy and timeline for the preferred alternative. The implementation plan should be flexible enough to accommodate potential changes in funding availability (i.e., “Week 1” rather than “Week of August 8”). It should also include all promotion and marketing for the proposed intercity service.

Deliverable: *Technical memorandum #7 – Preferred Service Alternative and Implementation Plan.*

Task 6: Reporting and Presentations:

The final task includes the preparation of a formal study report as well as presentation of the study’s findings and recommendations to local governing bodies as needed/requested.

6.1 Prepare a draft report inclusive of all service recommendations, alternatives, and public outreach results developed in previous tasks.

6.2 Following a review period, finalize the report to incorporate comments from the cities, County, and SEAGO.

6.3 Present the final report to the SEAGO Board, SVMPO Board, Willcox City Council, and the Cochise County Board of Supervisors

Deliverables: *Draft and Final study reports, presentations to governing boards.*

December 8, 2017

Christopher Vertrees, Transportation Program Manager
SouthEastern Arizona Governments Organization
cdvertrees@seago.org

Subject: Award of FTA Section 5305 planning funds for Wilcox Transit Study

Dear Mr. Vertrees,

In response to your request for 5305 funding, we are pleased to inform you that **\$56,000** has been approved for funding SEAGO for the purposes of completing planning work related to the **Wilcox Area Transit Feasibility Study**. The following 5305 funding should be added to your work program:

| <u>Federal Portion</u> | <u>Local Match</u> | <u>Total Amount</u> |
|------------------------|--------------------|---------------------|
| \$56,000.00 | \$14,000.00 | \$70,000.00 |

Please coordinate your scope of work and planning activities with Sara Allred, the 5305 Planning Manager. Upon approval by FTA of the grant, a final award email and Billing Summary Report (BSR) will issued with the grant, project number information, as well as your start date. Each reimbursement request will be accompanied by a progress report and a current timeline of project activities. The final project will be shared with ADOT and may be included in the State Transportation / Transit Plan.

Kindly note that this is a one-time award of funds, there is no guarantee of funding for any future projects.

If you have any questions, please contact Sara Allred at (602) 712-4498.

Sincerely,



Jill Dusenberry
Transit Group Manager
Arizona Department of Transportation

Cc: Alex Smith, FTA; Gregory Byres ADOT; Angela Ringor, ADOT; Sara Allred, ADOT; Mark Hoffman, ADOT



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: JANUARY 30, 2018
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 3, 2018 | May 18, 2018 Graham County |
| August 2, 2018 | August 17, 2018 Greenlee County |
| November 1, 2018 | November 16, 2018 Santa Cruz County |
| February 7, 2019* | February 22, 2019* Cochise County |

** The February 2019 meeting dates may 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 29, 2018 – 9:00 a.m. |
| May 31, 2018 – 9:00 a.m. |
| October 4, 2018 – 9:00 a.m. |
| November 29, 2018 – 9:00 a.m. |

Attachments: None.

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL

FROM: RANDY HEISS, EXECUTIVE DIRECTOR

DATE: JANUARY 30, 2018

SUBJECT: IMPLEMENTATION OF STRATEGIC PLAN GOALS

As you know, the [FY 2018 - 2022 SEAGO Strategic Plan Update](#) was approved by the Administrative Council and Executive Board at the May 2017 meetings. The updated plan became effective July 1st, and below is a brief update on the progress staff has made to implement the tactics of the updated Plan to date:

Goal 1: Expand SEAGO services to member entities and constituents

Tactic A - Increase the Capacity of the Community Development Program: As you may recall from my last report, more than forty applications for the CDBG Senior Planning Specialist position were vetted and a short list of four candidates was developed to schedule for interviews. We were fortunate to recruit Mr. Keith Dennis, who has lived in Bisbee since 2007, comes to us with a Bachelor of Science in Community and Regional Planning, and recently graduated with his Master of Arts in Interdisciplinary Studies. Keith has worked as a Senior Planner for Cochise County Community Development, and has held planning positions with the City of McKinney, Texas and the Town of Pinetop-Lakeside. He is articulate, has extensive public involvement experience, some GIS skills, great research skills, and is an excellent writer. He is excited to be part of the SEAGO team and I am confident you will enjoy working with him on your local projects for many years to come.

Tactic B - Conduct Region-Wide Target Industry Analysis: Larry Catten, our Economic Development Planner continues to discuss and gather feedback on a proposal for engaging a "Target Industry Study" for each county in the SEAGO Region. On October 27th, Larry submitted a grant application to the Graham County Freeport MacMoRan Cohort for a \$34,000 grant to perform a Target Industry Study in that County. On November 8th, we were notified that the full amount of the grant request was awarded. As mentioned in my January report to the Executive Board, Larry has found significant support for a similar study in Greenlee county and recently applied for a grant from the Greenlee County United Way that included a separate request for a Housing Feasibility Study in Greenlee County. The amount of the combined requests was for \$68,000 and on January 19th, we received unofficial notice that both requests were fully funded and we will be requesting authorization to initiate the request for proposals process at your February meeting. The amount awarded for the Target Industry Study may be used to demonstrate matching funds for a separate grant to expand the study to the remaining counties in the region. Larry continues to look for funding opportunities to conduct similar studies in Cochise and Santa Cruz Counties and we will keep you posted on progress in future reports and at the February Executive Board meeting.

Tactic C - Develop and Market New Transportation Program Services: The equipment needed to begin a SEAGO Traffic Counting Program was purchased and received before the end of FY 2017. Cochise County will be training SEAGO staff on the use of the traffic counting equipment, safety procedures, and data management in the coming months. ADOT will be providing training to all the COGs and MPOs on the process of uploading the traffic counting data to their traffic data management system early in calendar year 2018.

Tactic D - Kick Off Regional Technical Services Center: In November, I drafted the IGAs needed to access on-call technical services procured by the City of Sierra Vista, and other services through their public works department staff. These documents have been reviewed and approved by the City with minor corrections. I have also begun to draft the procedures that will be followed to access services through the RTSC. I met with City staff on January 30th to discuss the details of the program and the City indicated that it remains supportive of the program is willing to move forward as soon as all associated documents have been reviewed and approved. At this time, I anticipate that we will be able to bring the RTSC documents to you for approval at your May meeting.

Tactic E - Conduct Feasibility Analysis of Consolidated Regional Human Services: On November 16th, I attended a strategic planning retreat for the SouthEastern Arizona Community Action Program. The idea of consolidating regional human services was identified as something that could be included in the agency's strategic plan. If it is included, we might be able to find a grant to conduct a feasibility analysis of consolidating regional human services. I am aware of at least one source of funding for such a study, but we may need to identify additional funding partners.

Tactic F - Create a Region-Wide Economic Development Data Portal: The data portals for [Cochise](#), [Graham](#), and [Greenlee](#) Counties are now complete and on line. As soon as Santa Cruz County has hired their economic development director, we will encourage them to begin working with U.S. Economic Research to build something similar for their part of the region. Also, John Merideth worked diligently with our member entities and the staff from the Maricopa Association of Governments to verify the employment data that was used to create an employment viewer for the SEAGO region. The statewide employment viewer is now online and available for your review on the [Economic Development](#) page of our website, and Larry is working to link it to the County data portals mentioned above.

Goal 2: Enhance awareness of SEAGO and the value of its services

Tactic A - Improve Service Delivery in the Family Caregiver Support Program: As reported at the November Executive Board meeting, the applicant hired for the Care Coordinator position with the Area Agency on Aging did not successfully complete the probationary period. We republished the job announcement and screened through several dozen candidates – three of whom were scheduled for interviews. An offer of employment was made to Ms. Sarah Villalobos, the offer was accepted, and she began her employment with the Area Agency on Aging on December 18th. Sarah is now familiarizing herself with the details of the program and planning a February caregiver workshop in Cochise County.

Tactic B - Convene and Facilitate Regional Continuum of Care (CoC) Planning Group: Not yet started.

Tactic C - Organize Volunteers for Housing Rehabilitation Projects: Not yet started.

Tactic D - Continue Current Public Information and Outreach Activities in Regional Newspapers: Ongoing.

Goal 3: Advance economic competitiveness and sustainability

Tactic A - Increase the Capacity of the Community Development Program: Same as Goal 1, Tactic A.

Tactic B - Conduct Region-Wide Target Industry Analysis: Same as Goal 1, Tactic B.

Tactic C - Kick Off Regional Technical Services Center: Same as Goal 1, Tactic D.

Tactic D - Conduct Feasibility Analysis of Consolidated Regional Human Services: Same as Goal 1, Tactic E.

Tactic E - Create a Region-Wide Economic Development Data Portal: Same as Goal 1, Tactic F.

Attachments: None

Action Requested: Information Only Action Requested Below:

BUSINESS, JOBS, AND INDUSTRY HIGHLIGHTS

Cochise County

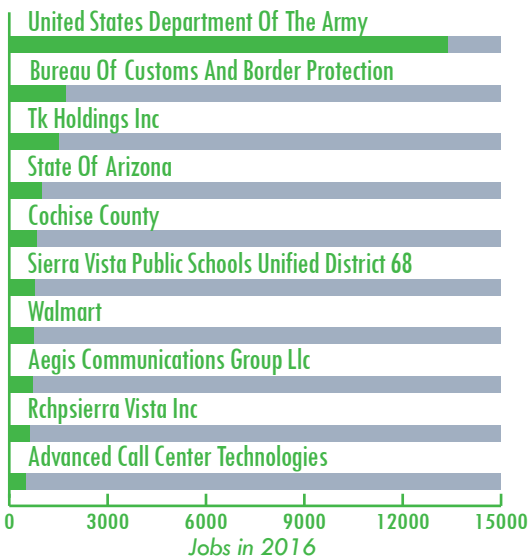


Total Businesses
with 5 or more Employees
1,719



Total Jobs at Businesses
with 5 or more Employees
51,110

Top 10 Employers by total jobs in 2016



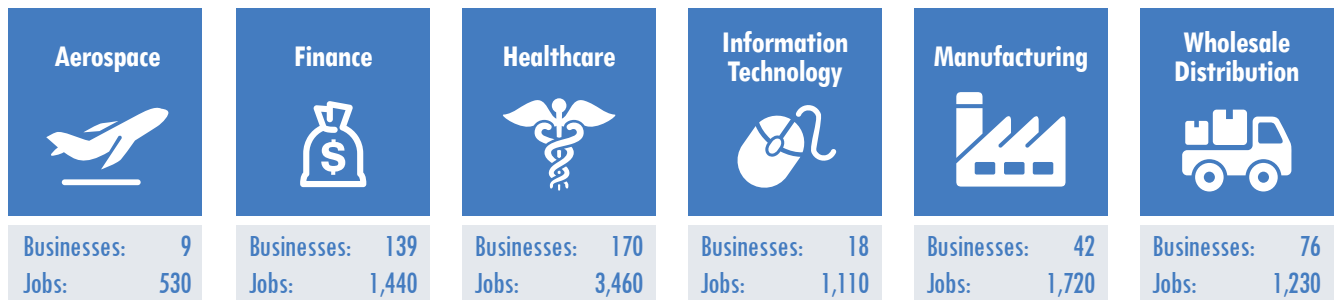
Source: 2016 Arizona COG/MPO Employer Database

| Industry Cluster | Jobs |
|---|--------|
| Business Services | 3,230 |
| Construction | 2,300 |
| Consumer Goods Manufacturing | 220 |
| Consumer Services | 5,110 |
| Education | 3,690 |
| Finance, Insurance, Real Estate (FIRE) | 1,430 |
| Government, Social, and Advocacy Services | 21,190 |
| Health Care | 3,140 |
| High Tech Manufacturing and Development | 700 |
| Hospitality, tourism, and recreation | 1,390 |
| Media, Publishing and Entertainment | 390 |
| Metal Inputs and Transportation Related Manufacturing | 540 |
| Non-Metallic Manufacturing | 260 |
| Resource Dependent Activities | 1,150 |
| Retail | 4,640 |
| Telecommunications | 360 |
| Transportation and Distribution | 1,360 |

Note: Data are for businesses with 5 or more employees only
Source: 2016 Arizona COG/MPO Employer Database

Key Industries

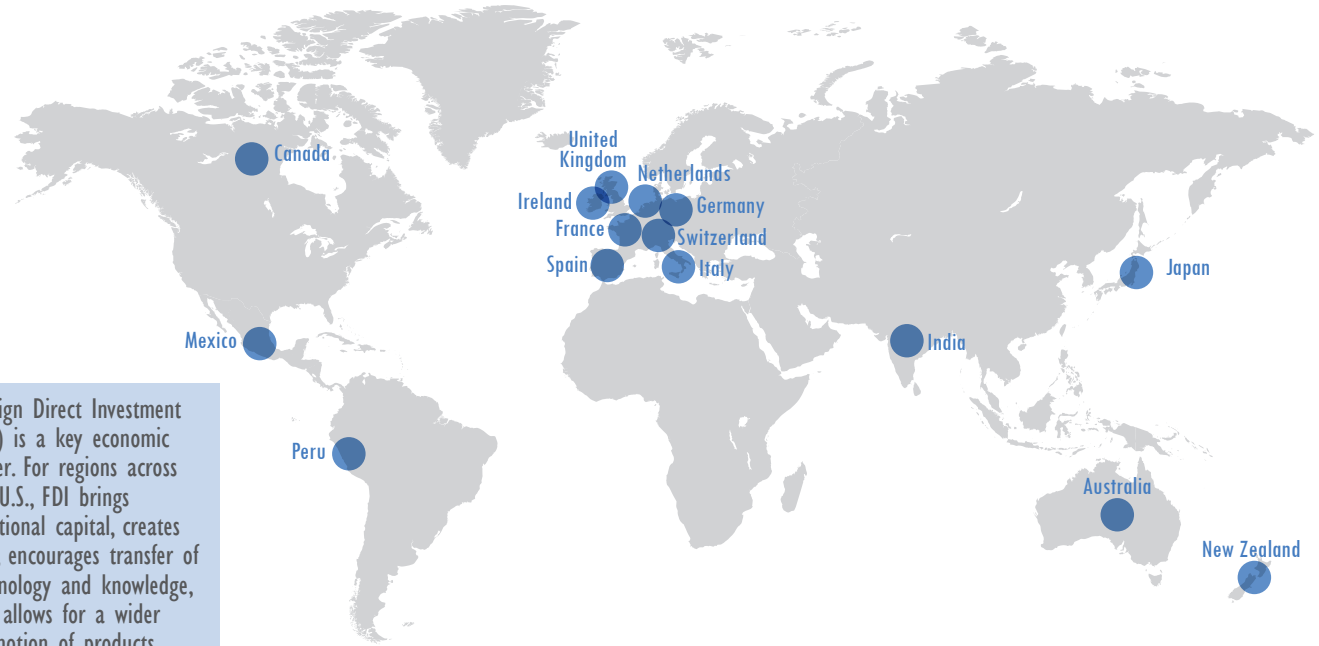
Key Industries are a vital component of Arizona's economy. These six key industries contribute to economic growth throughout the state. Output from key industries is essential to the successful operation of many other industries.



Note: Data are for businesses with 5 or more employees only
Source: 2016 Arizona COG/MPO Employer Database

Foreign Direct Investment (FDI)

In Arizona there are 1,520 Foreign-Owned Businesses with a total of 5,640 locations. These businesses provide 129,930 jobs. The top Foreign-Owned Businesses in Arizona come from a variety of countries.



Foreign Direct Investment (FDI) is a key economic driver. For regions across the U.S., FDI brings additional capital, creates jobs, encourages transfer of technology and knowledge, and allows for a wider promotion of products.

Foreign-Owned Businesses in the Region



**Foreign-Owned
Businesses**
100

| Rank | Country | Jobs |
|------|----------------------|-------|
| 1 | Japan | 1,560 |
| 2 | France | 740 |
| 3 | Canada | 440 |
| 4 | United Kingdom | 230 |
| 5 | Netherlands | 100 |
| 6 | Spain | 50 |
| 7 | Switzerland | 50 |
| 8 | Belgium | 30 |
| 9 | Italy | 20 |
| 10 | Netherlands Antilles | 20 |

Source: 2016 Arizona COG/MPO Employer Database



**Jobs at Foreign-Owned
Businesses**
3,270

| Business Name | Jobs |
|--------------------------------|-------|
| Tk Holdings Inc | 1,500 |
| Aegis Communications Group Llc | 720 |
| Burger King | 200 |
| Circle K Stores Inc | 120 |
| Ihg Army Hotelsfort Huachuca | 100 |

Source: 2016 Arizona COG/MPO Employer Database

SouthEastern Arizona Governments Organization
1403 West Highway 92
Bisbee, AZ 85603

(520) 432-5301
www.seago.org

Note: Job numbers in this report have been rounded to the nearest 10

BUSINESS, JOBS, AND INDUSTRY HIGHLIGHTS

Graham County

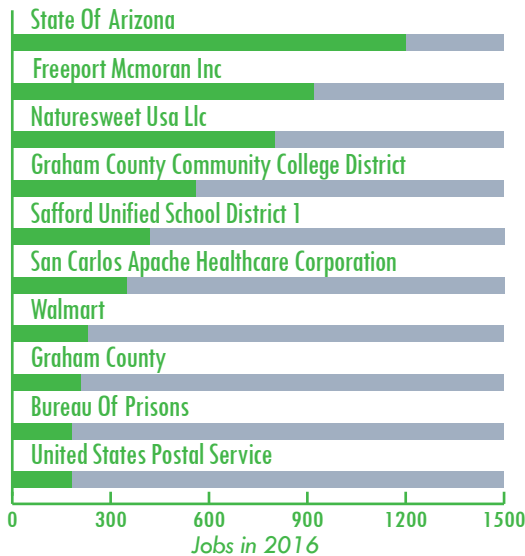


Total Businesses
with 5 or more Employees
436



Total Jobs at Businesses
with 5 or more Employees
11,590

Top 10 Employers by total jobs in 2016



Source: 2016 Arizona COG/MPO Employer Database

| Industry Cluster | Jobs |
|---|-------|
| Business Services | 200 |
| Construction | 390 |
| Consumer Goods Manufacturing | 90 |
| Consumer Services | 1,270 |
| Education | 1,600 |
| Finance, Insurance, Real Estate (FIRE) | 250 |
| Government, Social, and Advocacy Services | 2,560 |
| Health Care | 1,030 |
| High Tech Manufacturing and Development | - |
| Hospitality, tourism, and recreation | 180 |
| Media, Publishing and Entertainment | 80 |
| Metal Inputs and Transportation Related Manufacturing | 190 |
| Non-Metallic Manufacturing | 120 |
| Resource Dependent Activities | 1,150 |
| Retail | 1,270 |
| Telecommunications | 70 |
| Transportation and Distribution | 1,140 |

Note: Data are for businesses with 5 or more employees only
Source: 2016 Arizona COG/MPO Employer Database

Key Industries

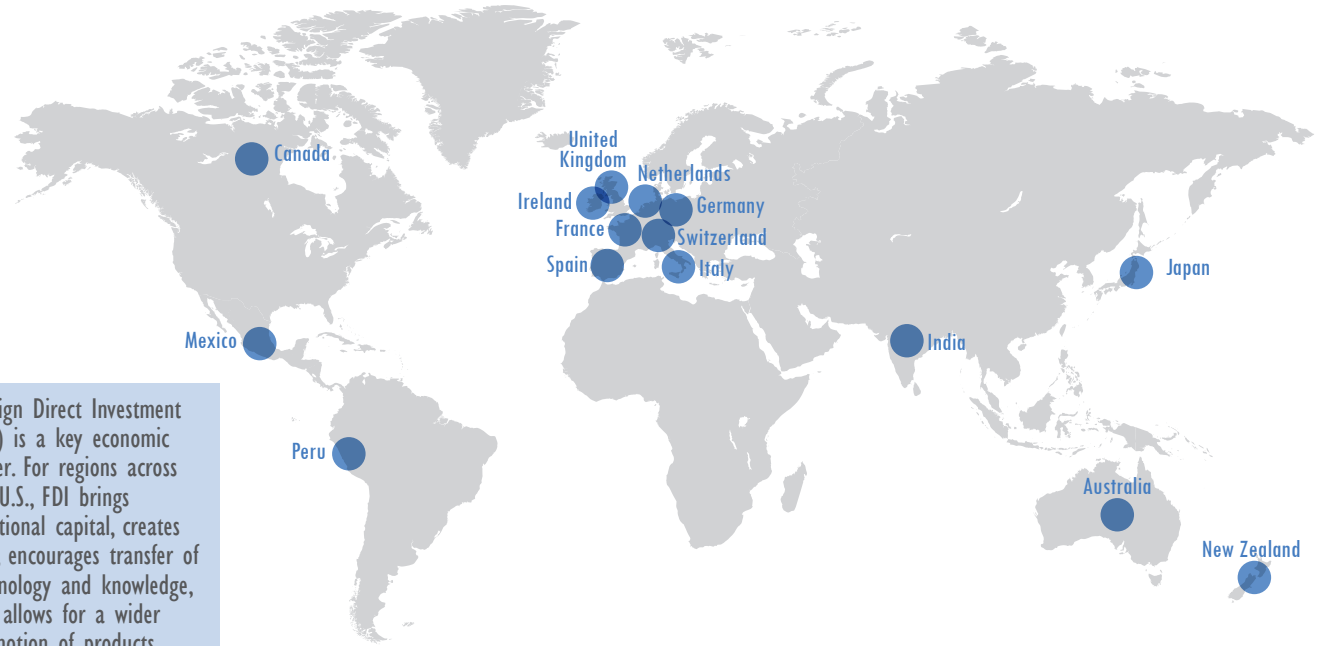
Key Industries are a vital component of Arizona's economy. These six key industries contribute to economic growth throughout the state. Output from key industries is essential to the successful operation of many other industries.

| Industry | Businesses | Jobs |
|------------------------|------------|-------|
| Aerospace | 1 | 10 |
| Finance | 26 | 270 |
| Healthcare | 45 | 1,000 |
| Information Technology | 1 | 20 |
| Manufacturing | 14 | 400 |
| Wholesale Distribution | 21 | 1,110 |

Note: Data are for businesses with 5 or more employees only
Source: 2016 Arizona COG/MPO Employer Database

Foreign Direct Investment (FDI)

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Foreign-Owned Businesses in the Region



**Foreign-Owned
Businesses**
25

| Rank | Country | Jobs |
|------|----------------|------|
| 1 | Canada | 120 |
| 2 | Italy | 90 |
| 3 | Japan | 40 |
| 4 | Hong Kong | 30 |
| 5 | Germany | 20 |
| 6 | France | 20 |
| 7 | Netherlands | 10 |
| 8 | Luxembourg | 10 |
| 9 | Switzerland | 10 |
| 10 | United Kingdom | 4 |

Source: 2016 Arizona COG/MPO Employer Database



**Jobs at Foreign-Owned
Businesses**
350

| Business Name | Jobs |
|-------------------------------------|------|
| Severn Trent Water Purification Inc | 60 |
| 3Dp | 50 |
| Circle K Stores Inc | 40 |
| Swire Pacific Holdings Inc | 30 |
| Marriott | 30 |

Source: 2016 Arizona COG/MPO Employer Database

SouthEastern Arizona Governments Organization
 1403 West Highway 92
 Bisbee, AZ 85603

 (520) 432-5301
 www.seago.org

Note: Job numbers in this report have been rounded to the nearest 10

BUSINESS, JOBS, AND INDUSTRY HIGHLIGHTS

Greenlee County

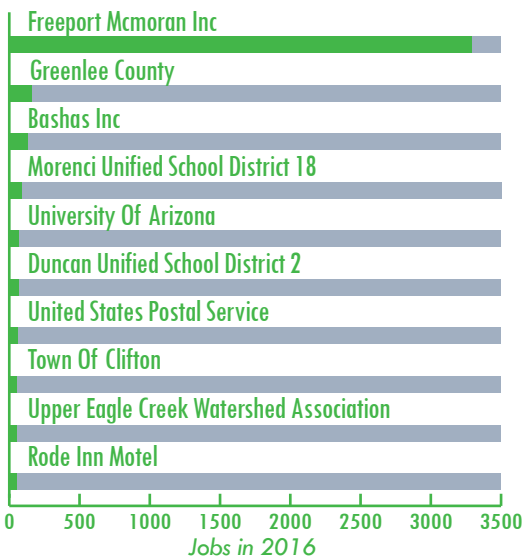


Total Businesses
with 5 or more Employees
78



Total Jobs at Businesses
with 5 or more Employees
4,630

Top 10 Employers by total jobs in 2016



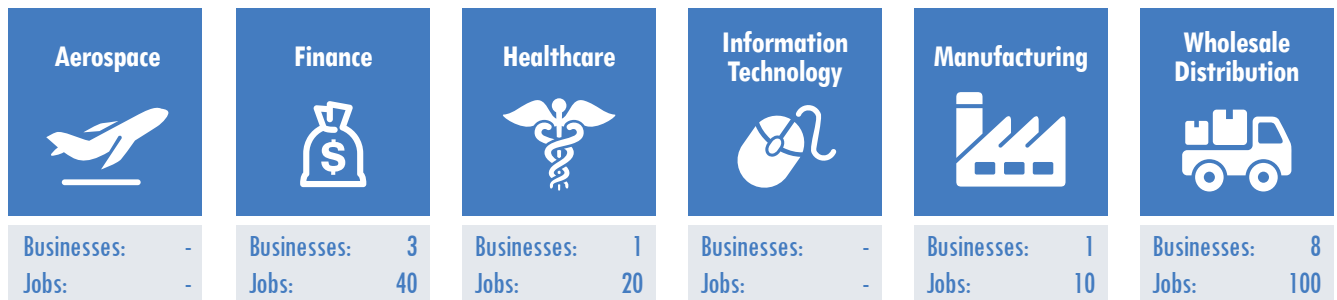
Source: 2016 Arizona COG/MPO Employer Database

| Industry Cluster | Jobs |
|---|-------|
| Business Services | 70 |
| Construction | 30 |
| Consumer Goods Manufacturing | - |
| Consumer Services | 80 |
| Education | 330 |
| Finance, Insurance, Real Estate (FIRE) | 50 |
| Government, Social, and Advocacy Services | 280 |
| Health Care | - |
| High Tech Manufacturing and Development | - |
| Hospitality, tourism, and recreation | 70 |
| Media, Publishing and Entertainment | 30 |
| Metal Inputs and Transportation Related Manufacturing | 10 |
| Non-Metallic Manufacturing | - |
| Resource Dependent Activities | 3,330 |
| Retail | 200 |
| Telecommunications | 40 |
| Transportation and Distribution | 100 |

Note: Data are for businesses with 5 or more employees only
Source: 2016 Arizona COG/MPO Employer Database

Key Industries

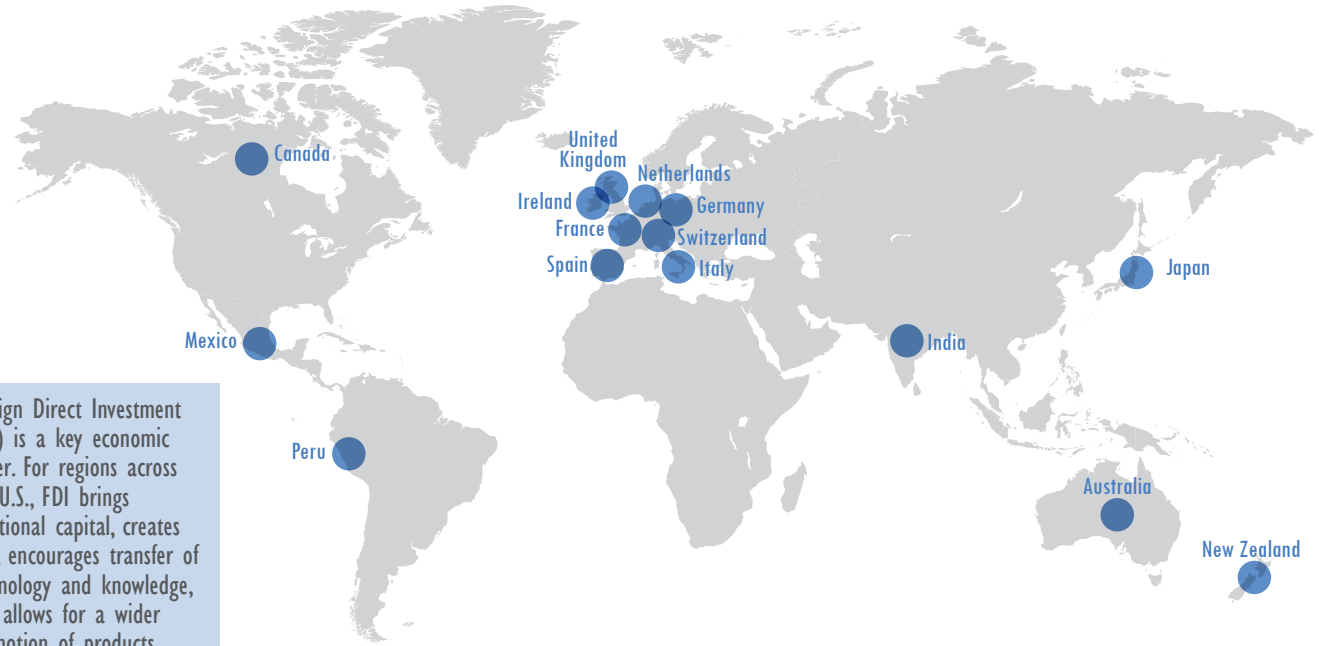
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Note: Data are for businesses with 5 or more employees only
Source: 2016 Arizona COG/MPO Employer Database

Foreign Direct Investment (FDI)

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Foreign-Owned Businesses in the Region



**Foreign-Owned
Businesses**
5

| Rank | Country | Jobs |
|------|-------------|------|
| 1 | Canada | 20 |
| 2 | Switzerland | 4 |
| 3 | Japan | 4 |
| 4 | France | 4 |



**Jobs at Foreign-Owned
Businesses**
30

| Business Name | Jobs |
|-----------------------------------|------|
| Circle K Stores Inc | 20 |
| Farmers Insurance | 4 |
| Hagemeyer North America Inc | 4 |
| Sumitomo Metal Mining Arizona Inc | 4 |

Source: 2016 Arizona COG/MPO Employer Database

SouthEastern Arizona Governments Organization
 1403 West Highway 92
 Bisbee, AZ 85603

 (520) 432-5301
 www.seago.org

Source: 2016 Arizona COG/MPO Employer Database

Note: Job numbers in this report have been rounded to the nearest 10

BUSINESS, JOBS, AND INDUSTRY HIGHLIGHTS

Santa Cruz County



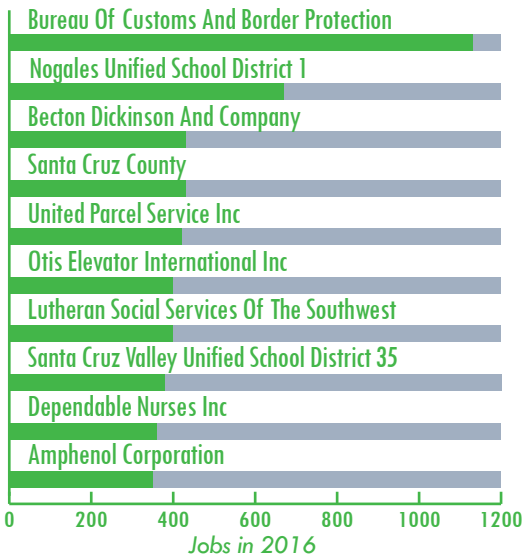
Total Businesses
with 5 or more Employees
745



Total Jobs at Businesses
with 5 or more Employees
18,470

Top 10 Employers

by total jobs in 2016



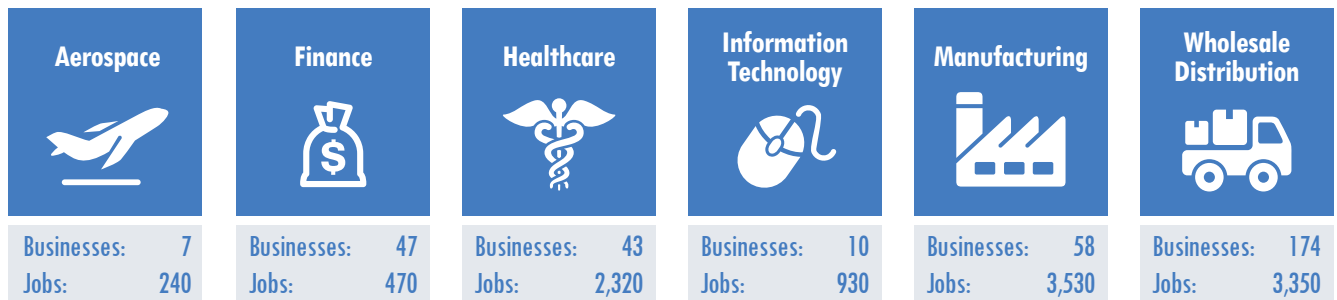
Source: 2016 Arizona COG/MPO Employer Database

| Industry Cluster | Jobs |
|---|-------|
| Business Services | 860 |
| Construction | 440 |
| Consumer Goods Manufacturing | 220 |
| Consumer Services | 1,130 |
| Education | 1,560 |
| Finance, Insurance, Real Estate (FIRE) | 470 |
| Government, Social, and Advocacy Services | 2,460 |
| Health Care | 1,610 |
| High Tech Manufacturing and Development | 1,500 |
| Hospitality, tourism, and recreation | 610 |
| Media, Publishing and Entertainment | 100 |
| Metal Inputs and Transportation Related Manufacturing | 1,460 |
| Non-Metallic Manufacturing | 130 |
| Resource Dependent Activities | 340 |
| Retail | 1,960 |
| Telecommunications | 240 |
| Transportation and Distribution | 3,390 |

Note: Data are for businesses with 5 or more employees only
Source: 2016 Arizona COG/MPO Employer Database

Key Industries

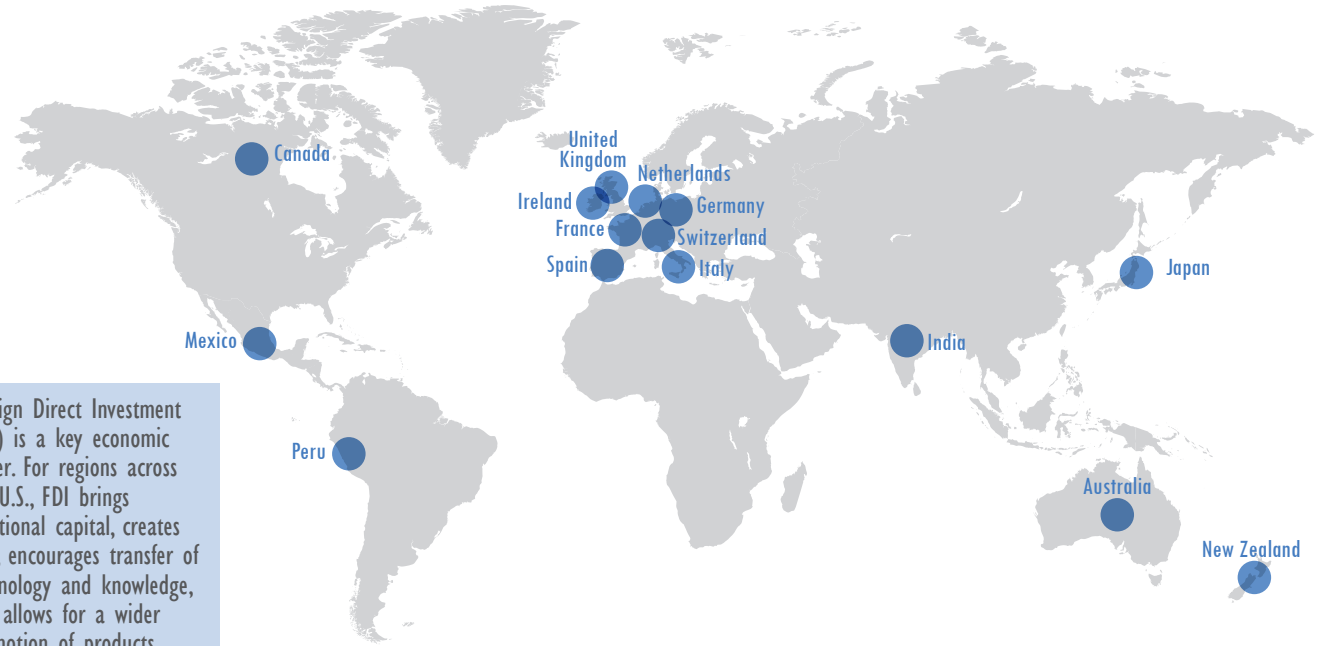
Key Industries are a vital component of Arizona's economy. These six key industries contribute to economic growth throughout the state. Output from key industries is essential to the successful operation of many other industries.



Note: Data are for businesses with 5 or more employees only
Source: 2016 Arizona COG/MPO Employer Database

Foreign Direct Investment (FDI)

In Arizona there are 1,520 Foreign-Owned Businesses with a total of 5,640 locations. These businesses provide 129,930 jobs. The top Foreign-Owned Businesses in Arizona come from a variety of countries.



Foreign Direct Investment (FDI) is a key economic driver. For regions across the U.S., FDI brings additional capital, creates jobs, encourages transfer of technology and knowledge, and allows for a wider promotion of products.

Foreign-Owned Businesses in the Region



**Foreign-Owned
Businesses**
48

| Rank | Country | Jobs |
|------|----------------|------|
| 1 | Canada | 340 |
| 2 | United Kingdom | 110 |
| 3 | Mexico | 90 |
| 4 | Finland | 50 |
| 5 | France | 50 |
| 6 | Australia | 40 |
| 7 | Japan | 40 |
| 8 | Netherlands | 20 |
| 9 | Germany | 20 |
| 10 | Switzerland | 10 |

Source: 2016 Arizona COG/MPO Employer Database



**Jobs at Foreign-Owned
Businesses**
780

| Business Name | Jobs |
|---------------------|------|
| Alpha Pro Tech Inc | 150 |
| Az Mining Inc | 100 |
| Pkc Group Usa Inc | 50 |
| Csl Plasma Inc | 40 |
| Circle K Stores Inc | 30 |

Source: 2016 Arizona COG/MPO Employer Database

SouthEastern Arizona Governments Organization
 1403 West Highway 92
 Bisbee, AZ 85603
 (520) 432-5301
 www.seago.org

Note: Job numbers in this report have been rounded to the nearest 10



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: DIANE PASHLEY, ACCOUNTS MANAGER
DATE: JANUARY 30, 2018
SUBJECT: FINANCE REPORT

The SEAGO Statement of Revenues & Expenditures for the period ending December 2017 and Fiscal Year 2018 to date is attached. I will not be present at your meeting, but if you have any questions about the report, please feel free to call (520.432.5301, Extension 204) or email me (dpashley@seago.org) and I will get back in touch with you.

Our auditors from Regier, Carr and Monroe LLP will present the Fiscal Year 2017 annual audit to the Executive Board at their meeting on February 23rd. While the audit team had previously indicated we would have a clean audit, after further review, they identified three findings that will be reported to the Executive Board. The findings are described as significant deficiencies and Mr. Heiss and I are presently working to prepare the Management's Response to the audit findings in time for the Board meeting. A draft of the audit report has not yet been provided to us, but as soon as it is available, we will post it to the meeting calendar on the SEAGO website along with any associated documents.

Attachment: Revenue and Expenditure Report 12.31.2017

Action Requested: Information Only Action Requested Below

SEAGO

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

From 12/1/2017 Through 12/31/2017

(In Whole Numbers)

| | | Cur Pd Actual | YTD Actual | Total Budget | % of Budget Used |
|--|-----|----------------|----------------|------------------|------------------|
| Revenue | | | | | |
| General Fund | 101 | 1,503 | 6,646 | 35,000 | 18.98% |
| Agency Response | 301 | (2,231) | 65,851 | 45,856 | 143.60% |
| Community Development Block Grant | 302 | 12,000 | 88,010 | 110,609 | 79.56% |
| Economic Development | 303 | 7,437 | 51,239 | 110,357 | 46.43% |
| Housing | 305 | 0 | 100 | 0 | 0.00% |
| Environmental Quality | 306 | 0 | 2,990 | 6,682 | 44.74% |
| Elderly Transit | 307 | 0 | 9,710 | 20,000 | 48.55% |
| Public Transit | 308 | 0 | 15,739 | 20,000 | 78.69% |
| State Planning & Research | 309 | 7,805 | 54,717 | 156,250 | 35.01% |
| Area Agency on Aging | 310 | 28,720 | 197,607 | 407,862 | 48.44% |
| Regional Mobility Management | 311 | 18,293 | 81,297 | 168,750 | 48.17% |
| Traffic Count | 312 | 0 | 782 | 115,092 | 0.67% |
| RMM Training | 314 | 72 | 65,587 | 125,000 | 52.46% |
| Regional Strategic Highway Safety Plan | 315 | 25,014 | 123,256 | 183,804 | 67.05% |
| Route Study | 316 | 0 | 8,318 | 6,655 | 125.00% |
| Legacy | 317 | 0 | 0 | 75,000 | 0.00% |
| 5311 Grant App-Easter Seals Blake | 319 | 0 | 15,000 | 15,000 | 100.00% |
| Greenlee County Road Ownership Study | 321 | 2,354 | 2,478 | 175,000 | 1.41% |
| Graham Co Target Ind Study | 322 | 0 | 0 | 46,120 | 0.00% |
| Wilcox Feasibility Study | 323 | 0 | 0 | 70,000 | 0.00% |
| Total Revenue | | <u>100,967</u> | <u>789,330</u> | <u>1,893,037</u> | <u>41.70%</u> |
| Expenses | | | | | |
| General Fund | 101 | 0 | 0 | 35,000 | 0.00% |
| Agency Response | 301 | 1,455 | 10,901 | 45,856 | 23.77% |
| Community Development Block Grant | 302 | 11,642 | 72,579 | 110,609 | 65.61% |
| Economic Development | 303 | 7,437 | 51,239 | 110,357 | 46.43% |
| Housing | 305 | 0 | 81 | 0 | 0.00% |
| Environmental Quality | 306 | 0 | 2,990 | 6,682 | 44.74% |
| Elderly Transit | 307 | 0 | 9,710 | 20,000 | 48.55% |
| Public Transit | 308 | 0 | 15,739 | 20,000 | 78.69% |
| State Planning & Research | 309 | 7,805 | 54,717 | 156,250 | 35.01% |
| Area Agency on Aging | 310 | 28,020 | 188,702 | 407,862 | 46.26% |
| Regional Mobility Management | 311 | 18,293 | 81,297 | 168,750 | 48.17% |
| Traffic Count | 312 | 0 | 782 | 115,092 | 0.67% |
| RMM Training | 314 | 72 | 65,587 | 125,000 | 52.46% |
| Regional Strategic Highway Safety Plan | 315 | 25,014 | 123,256 | 183,804 | 67.05% |
| Route Study | 316 | 0 | 8,318 | 6,655 | 125.00% |
| Legacy | 317 | 6,105 | 32,491 | 75,000 | 43.32% |
| 5311 Grant App-Easter Seals Blake | 319 | 115 | 1,029 | 15,000 | 6.85% |
| Greenlee County Road Ownership Study | 321 | 2,354 | 2,498 | 175,000 | 1.42% |
| Graham Co Target Ind Study | 322 | 0 | 0 | 46,120 | 0.00% |
| Wilcox Feasibility Study | 323 | 0 | 0 | 70,000 | 0.00% |
| Total Expenses | | <u>108,312</u> | <u>721,918</u> | <u>1,893,037</u> | <u>38.14%</u> |
| Balance | | <u>(7,345)</u> | <u>67,411</u> | <u>0</u> | <u>0.00%</u> |



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER
DATE: JANUARY 30, 2018
SUBJECT: RECENT ECONOMIC DEVELOPMENT ACTIVITY

The purpose of this memorandum is to advise the Administrative Council of recent Economic Development Planner activity.

Recent Activity

1. SEAGO applied for, and has been awarded three (3) grants for economic development related studies in Graham and Greenlee Counties. A synopsis of the grants is as follows:

County: Graham County

Grant: Target Industry Study

Grant Source: Freeport-McMoRan Foundation Community Investment Fund

Grant Amount: \$34,000.00

Grant Summary: The goal of a target industry study is to determine, in Graham County, which industry sectors should be targeted for both business attraction and business expansion. Once targeted industries are identified, Graham County, Safford, Thatcher, and Pima can develop strategies (with SEAGO's assistance if requested) that are specific to the targeted industries. Such strategies could include, but not be limited to, developing employee training programs that fit targeted industry needs, attending trade shows of the target industries, developing relationships with site selectors and real estate professionals that specialize in the targeted industries, developing location sites that meet the needs of identified target industries, and developing plans for infrastructure construction/improvements, and possible assistance programs to attract target business and assist existing targeted business in the communities.

Current Activity: The SEAGO Economic Development Planner, working closely with representatives from the Gila Valley Economic Development Corporation, City of Safford, and Graham County is developing the scope of work for consulting services to conduct the target industry study. When the scope of work is completed, an RFP will be prepared and distributed to solicit the requisite consulting services. It is anticipated that the consulting service contract will be for consulting services for both Graham and Greenlee Counties (see below for status of Greenlee County target industry study).

County: Greenlee County

Grant: Target Industry Study

Grant Source: United Way of Graham and Greenlee Counties

Grant Amount: \$33,000.00

Grant Summary: The goal of a target industry study is to determine, in Greenlee County, which industry sectors should be targeted for both business attraction and business expansion. Once targeted industries are identified, Greenlee County, Clifton and Duncan can develop strategies (with SEAGO's assistance if requested) that are specific to the targeted industries. Such strategies could include, but not be limited to, developing employee training programs that fit targeted industry needs, attending trade shows of the target industries, developing relationships with site selectors and real estate professionals that specialize in the targeted industries, developing location sites that meet the needs of identified target industries, and developing plans for infrastructure construction/improvements, and possible assistance programs to attract target business and assist existing targeted business in the communities.

Current Activity: The SEAGO Economic Development Planner, working closely with representatives from the Clifton, Duncan, and Greenlee County will begin developing the scope of work for consulting services to conduct the target industry study. When the scope of work is completed, an RFP will be prepared and distributed to solicit the requisite consulting services. As indicated above, since both Graham and Greenlee Counties have grants for a target industry study, it is anticipated that a single RFP, to include both counties, will be prepared and distributed for selection of a qualified consultant.

County: Greenlee County

Grant: Housing Feasibility Study

Grant Source: United Way of Graham and Greenlee Counties

Grant Amount: \$35,000.00

Grant Summary: This study will be administered by SEAGO, with management assistance and oversight from a management committee consisting of Kay Gale, Greenlee County Administrator, Ian McGaughey, Town of Clifton Manager, John Basteen, Town of Duncan Manager, and Emily Muteb, Freeport-McMoRan Community Development. The study will be conducted by a qualified and experienced housing consultant, and will focus on developing analysis and data to attract housing developers and builders to invest in constructing owner occupied and rental housing stock in Greenlee County. It is expected that the consultant will complete an analysis of each community, and the County as a whole. The consultant will provide a comprehensive plan of the housing needs and development opportunities in Greenlee County.

Current Activity: The SEAGO Economic Development Planner, working closely with the management committee has begun developing the scope of work for consulting services to conduct the housing feasibility study. To date, a draft scope of work for the study has been prepared by the SEAGO Economic Development Planner and has been distributed for review and comment to:

- a. Two (2) successful and interested housing developers
- b. Two (2) housing consultants with extensive experience in conducting housing feasibility analysis
- c. Three (3) University of Arizona real estate development professors. A meeting is scheduled for Feb. 2 to meet with the professors for a

thorough discussion and recommendations regarding the housing feasibility study.

2. As indicated in the November 2017 Executive Board meeting, one of the presentations at the September meeting of the SEAGO Economic Development Council was from a representative of the Buxton Company. The presentation and discussion focused on the services the Buxton Co. can provide with respect to analytically identifying retail development needs in a community, and filling those retail needs through retail business recruitment and local retail business expansion. The consensus of those attending the Council meeting was for SEAGO to:
 - a. work with the Buxton Company to develop a proposal for the Company to provide, at a reasonable cost, retail analytical, recruitment, and expansion services for communities throughout the Region, and
 - b. identify possible funding sources for the initial community retail analysis, and funding to sustain the initiative through the retail business recruitment and expansion phase.

Pursuant to the direction from the SEAGO Economic Development Council, the SEAGO Economic Development Planner negotiated a scope of work and cost proposal from the Buxton Company. The cost of the study for the SEAGO Region was significantly lower than the original cost submitted by the Buxton Company. However, after a conference call between members of the Economic Development Council and a Buxton Co. representative, it was determined that the current focus of SEAGO economic development activity should be on the completion and implementation of a target industry study. It was agreed that the Buxton Co. study should be postponed until after the target industry study is completed.

3. SEAGO's Economic Development Planner has had several conversations with representatives of the Economic Development Administration regarding several possible grants for economic development in each county in the SEAGO Region. Those discussions include the following possible projects:
 - a. Clifton wastewater treatment plant – to facilitate growth potential for Freeport McMoRan
 - b. Safford road/infrastructure project - to open an industrial site and facilitate traffic flows
 - c. Benson airport infrastructure development – to expand the pursuit of businesses in the unmanned aircraft system (UAS) industry
 - d. Willcox road improvements/infrastructure – to facilitate the growing winery industry in the community
 - e. Sierra Vista development of a Mexico retail incubator space – to house Mexican retailers selling Mexican goods in the community
 - f. Nogales incubator development/construction– to facilitate startup facilities and resources for local entrepreneurs.
4. SEAGO continues to work on the development of an economic development strategic plan with a Tombstone stakeholder group organized by Council Member Bill Barlow. A draft economic development strategic plan has been sent to each of the stakeholders for review and comment. It is anticipated that the economic strategic plan will be completed upon final review and comment of the stakeholder group.
5. SEAGO's Economic Development Planner participated as a presenter in a meeting of the Sierra Vista Chamber of Commerce Leadership Academy. The presentation included a 20 minute presentation of the SEAGO Economic Development District and the role that SEAGO plays in

support of local economic development initiatives and in pursuing economic development strategies of the SEAGO CEDS.

6. SEAGO assisted the Graham County Cohort's grant application to fund a "Shark Tank" entrepreneur training and funding event, and to establish a small business loan program for the community. The grant for both initiatives was funded by the Freeport-McMoRan Foundation Community Investment Fund, and the SEAGO Economic Development Planner will continue to support and assist in implementing both of the grant funded initiatives.
7. Economic development websites have been completed for Cochise, Graham, and Greenlee Counties. SEAGO is currently working with Dr. Robert Carreira to utilize SEAGO's website as a portal to the county websites along with links to all local, regional, and state economic development related websites.

Attachments: None

Action Requested:

Information Only

Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AAA PROGRAM MANAGER
DATE: JANUARY 30, 2018
SUBJECT: AREA AGENCY ON AGING UPDATE

Carryover Funding – SEAGO-AAA has performed utilization review with HCBS service providers for the first quarter of the fiscal year in order to address gaps in services, overages and the waitlist for services. Clients in need of services are placed on the waitlist until funding becomes available to serve their needs. In some instances, case managers have not opened cases to remove clients from the waitlist or increased units of services for existing clients, and this leaves funding on the table. We are allowed to carry over up to 10% of unused funding to the next fiscal year. Carryover funding exceeding 10% is subject to being rescinded. Our service providers are given tools to assist them in managing their funds and units in order to fully utilize funding from their subawards. We are working to improve communication and understanding of roles between the case managers and service providers so we can prevent carryover funds from exceeding the 10% allowed (more on this below).

Outreach and Advocacy Efforts – The AAA Program Manager has been participating more in community events, committees and providing more AAA presentations in order to make our agency more visible. In October, AAA staff assisted the Senior Expo as presenter and as exhibitor. In November, SEAGO AAA participated in the Santa Cruz Caregiver Conference; and in December AAA presentations were made to the Nogales Chamber of Commerce and the Safford Chamber of Commerce. This was a great opportunity to meet community leaders, the private sector, as well as clients we serve.

Volunteer Recognition – Our Long Term Care and State Health Insurance volunteers were recognized for their valuable time and dedication to the programs they assist in. Training was provided to both groups in a morning session. Social Security Administration and Public Fiduciary both presented on their roles and responsibilities to the group and spent some time answering questions. After the trainings the volunteers were treated to lunch at the Golden Corral in Sierra Vista. We had a total of 8 volunteers including the presence and support from our ACOA president, Mr. Jaime Aguilar. We are blessed to have this group of volunteers who have stayed with us year after year and helped us day by day to make a difference in the lives of seniors in our communities.

Case Management; Family Caregiver Support; Health and Nutrition Training – On January 29, 2018, a set of two trainings took place at the Cochise College Benson Center from 8:30 a.m. to 3:30 p.m. One was for the Case Management team and Sarah Villalobos, our new Care Coordinator for the Family Caregiver Support Program (FCSP). This was an overview of how Case Managers and the Care Coordinator are to collaborate in order for our family caregivers to receive the services available to them. We invited Mark Radan and Michael Coen from Department of Economic Security-Division of Adult and Aging Services, (DES-DAAS) and they both spent the entire day with us helping us answer many questions that arise as well as for them to learn from our region.

The purpose of this training was to be able to set uniformity within all AAA case managers in the four-county region so they are able to follow the same guidelines within the program. This training is mandatory to all case managers and the AAA has announced that from now on, similar trainings will be required once per year. We reviewed the Policies and Procedures for Case Management, FCSP, client contributions, cost share; unspent funds resulting in carryover, the AAA analysis tool that can help them manage their units/funds, the Division of Aging Adults Reporting System (DAARS) and reports that case managers can use to make their lives easier, along with other topics of need. Our goal is to be able to meet the expectations that DES-DAAS is requesting from this service. Training helped case managers get to know each other, allowed them to network, as well as learn best practices from each other.

Shi Martin also arranged to provide “train the trainer” to her congregate and home delivered meals (CNG-HDM) providers. She had speakers who covered Food and Safety from the U of A cooperative extension, Noticing Cognitive Changes from the nursing instructor from Lifecare Center, and last but not least, Nutrition for Aging from the nutrition services unit at Benson Hospital. All CNG-HDM service providers with the exception of Catholic Community Services participated.

Health and Nutrition Program – Shi Martin has reviewed and spent time with the congregate sites across the region during the month of December to review their compliance with the DES-DAAS policy and procedures. Congregate service providers have become compliant with their menu cycles and others are still working on getting theirs done with Shi’s assistance.

A Matter of Balance (AMOB) class was provided in Bisbee in October with a total of 13 graduates. As a result of the partnerships made with Rio Rico Fire Department, three (3) AMOB coaches graduated. On January 9, 2018 the first AMOB participant class started at the Community Center in Rio Rico with 10 graduates expected on February 1, 2018. Mariposa Community Health Center of Nogales assigned 2 coordinators who are now coaches, and they are now working on the final details to get them fingerprinted in order to initiate their recruitment and hold a first AMOB session in Nogales.

Long Term Care Ombudsman Program – all long term care facilities in Region 6 are now in full swing with the new Center for Medicare Services-required surveys. All the LTC nursing facilities are instructed to report discharges to our LTC Ombudsman Coordinator. Our LTC Ombudsman is now informed of all state reportables so that she may follow up if needed. Shi and LTC volunteers in Cochise County continue to visit sites at least once per

month and sometimes even more than that. Graham and Santa Cruz County is visited once per month, unless more frequently is required. It would be great to have volunteers in those two areas, so if you know of someone who is capable and would be interested in advocating for older adults in long term care facilities, let us know and we would be glad to screen them, train and have them join our team.

Family Caregiver Support Program – Please welcome FCSP Care Coordinator, Sarah Villalobos to the SEAGO AAA team. Sarah will be conducting outreach in our four-county region and the focus will be education and the resources available to our caregivers. Contact will include mailings, social media, SEAGO website, newspaper ads, and in-person contacts. Sarah’s goal is to provide caregivers with education in the areas of stress management, health, nutrition, available resources, and medical and financial decision making. Her background is in financial services and education. Sarah looks forward to sharing her knowledge and expertise with caregivers and partners within the region. Sarah, has a workshop planned for February 22, 2018 at the Ethel Berger Center in Sierra Vista. If you know of an unpaid family caregiver who is interested in attending please provide them with the attached flyer and link to register through Eventbrite: <https://www.eventbrite.com/e/caregiver-workshop-hosted-by-seago-area-agency-on-aging-tickets-42246660900>

State Health Insurance Program – Senior Medicare Patrol - Ramona MacMurtrie now has 11 certified volunteers to help her counsel clients. With the help of these volunteers, Ramona was able to attain the following performance metrics during the Medicare Annual Open Enrollment Period:

- Total Client Contacts was 483 clients compared to 415 for the same period in 2016.
- SHIP Counselors spent 267.3 hours with clients with 76% of that time in face-to-face counseling sessions and the rest of the time helping clients over the phone.
- 46% were new clients; 45.2% were at or below the Federal Poverty Level; 25.4% were 64 years old or younger; 46.3% were 65 to 74; 22.9% were 75 to 84; and 5.1% were 85 years old and older.
- Annual savings for 2018 during this period are estimated at \$198,443.00 in the 4 county region.

State SHIP / SMP Changes – Beginning January 19, 2018, the State Health Insurance Program (SHIP) Hotline (800-432-4040) will now be routing incoming calls directly to each region. The message at the 800 line will give you the following option *“If you live in Cochise, Graham, Greenlee or Santa Cruz County, press 6 to reach a SHIP Counselor in your region”* These calls will go directly to the SHIP office number in Bisbee: 520-432-2528 ext. 222.

All State Health Insurance Program / Senior Medicare Patrol (SHIP/SMP) programs in Arizona will be implementing the Volunteer Risk & Program Management (VRPM) policy guidelines established by the Administration for Community Living (ACL) by April, 2018. VRPM is a set of policies and procedures that provide a framework for volunteer involvement designed to assist and protect SHIP programs, volunteers, and the public we serve. These policies will be applied to all SHIP programs nationally establishing a standard of care for the SHIP network. VRPM policies cover:

- Risk Management, Health and Safety
- Volunteer Program Management
- Information Technology

Our first implementation step is to conduct the VRPM Policies Readiness Assessment which is being conducted at this time and should be complete by mid-February. The SMP Resource Center Staff is currently training all SMP staff in SMP Information and Reporting System (SIRS). This is a nationwide, web-based data collection and reporting system that facilitates the reporting of:

- Individual Interactions
- Group and Media Outreach and Education
- Team Member Information

The SIRS training is ongoing, and in conjunction with the VRPM, will enhance the Region 6 SHIP/SMP team's efficiency and outreach.

SHIP/SMP Counseling Sites – We are always looking for sites where we can schedule regular counseling sessions. If your community would like for a counselor to visit regularly, please contact Ramona at 520-432-2528 ext. 222 or at shiphelp@seago.org. Current counseling sites include:

Cochise County:

Bisbee – Bisbee Senior Center; Copper Queen Library
 Douglas – Douglas Government Center
 Sierra Vista - THRIVE at the Sierra Vista Mall; Ethel Berger Center
 Huachuca City – Huachuca City Senior Center
 Chiricahua Community Clinics – Willcox; Bowie; Benson; Douglas; Sierra Vista; Bisbee

Graham County:

Safford – SEACUS

Greenlee County:

Clifton – Clifton Public Library

Santa Cruz County:

Patagonia – Patagonia Public Library
 Nogales – Bowman Senior Residences; Casitas de Santa Cruz

Other – Carrie Gibbons, AAA Office Specialist, continues to perform programmatic monitoring in the four-county region. Monitoring in Graham and Greenlee Counties have been completed, and before the end of March, she will have completed all of the service providers for the current fiscal year. She has participated in the Diaper Bank contract renewal and will continue to take orders from the case managers for clients in need of incontinent supply supplements.

Our team has formed a committee in preparation for the Conference on Aging which is

scheduled for Wednesday, June 6, 2018. Our theme this year is “Aging Together the Power of Community”, featuring The Virtual Dementia Tour (VDT) presented by the Western Arizona Council of Governments AAA. The conference will be an all-day event at Cochise College Sierra Vista Campus Community Center. This year our goal is to reach 150 participants and registration will have to stop at 150 as space is limited. The VDT will only be offered on first come, first serve basis as it is off site and by registration that morning only. This event will be possible, thanks to our sponsors the Legacy Foundation of Southeast Arizona, AARP and possibly others. We encourage you to help spread the word to those you feel will benefit from the information provided. We remind you that the Conference on Aging is not just for Cochise County – it is the SEAGO AAA’s goal to take it around the region. So please help us by disseminating the attached ‘Save the Date’ flyer in your communities.

Arizona Association of Area Agencies on Aging (AZ4A) – The AZ4A has filed Articles of Incorporation to organize and operate exclusively for charitable, scientific and educational purposes within the meaning of Section 501c(3). The OAA funding has been declining throughout the years, and with this association, we will be able to look for other funding opportunities in order to do more in our communities. Larger regions have initiated a business acumen which brings in funds that help with services and programs in their communities. In order to make this stronger and help the smaller regions in achieving the same results, the AZ4A has been formed.

Just two weeks ago, Carrie and I were part of an AZ4A strategic planning retreat which was held in Sedona. Seven AAA Directors along with a member of their staff participated in the two day retreat in order to collaborate on the ground rules, goals, mission, vision and values of the association. The sessions were intense and the workgroups were able to complete all these steps:

AZ4A Mission: “Lead Arizona in aging successfully through innovative resources, collaborations and advocacy.”

We value: Diversity, Dignity, Respect, Choice

Our Vision: All Arizonan’s experience successful aging.

During 2016, the AZ4A, comprised of 7 out of the 8 AAAs in Arizona, joined efforts to provide the Aging Summit which was a successful conference held in Flagstaff where it sold out a month before the event took place. The AZ4A decided to provide this conference in each region every other year and the next one is scheduled for September 2018 in Phoenix, AZ.

Attachments: FCSP Caregiver Workshop Save the Date; Conference on Aging Save the Date; Save the Date 2018 Aging Summit; 2018 Aging Summit Sponsor Packet.

Action Requested: Information Only Action Requested Below

FREE



Caregiver Workshop

SAVE THE DATE

February 22nd, 2018 1:00 – 3:00pm

Ethel H. Berger Center
2950 E Tacoma St Sierra Vista, AZ

HOSTED BY SEAGO
AREA AGENCY ON AGING
FAMILY CAREGIVER SUPPORT PROGRAM

If you are caring for an elderly or disabled family member, friend or neighbor or just considering the Caregiver Role: you will find the training session to be an excellent guide for care giving in the home.

**For more information please call Sarah Villalobos at
520-432-2528 ext. 221**



**Family Caregiver
Support Program**

Serving the Needs of Family Caregivers

Follow us on Facebook

www.facebook.com/seagoareaagencyonaging

SEAGO Administrative Council Mtg 02-08-2018

Agenda Packet Page 57 of 69

SAVE THE DATE

Region 6 Area Agency on Aging
4th Annual Conference on Aging

AGING
TOGETHER

THE POWER OF COMMUNITY



Featuring The Virtual Dementia Tour

Tour is limited and will be a first come first serve

When: June 6th, 2018

8:00am – 5:00pm

Where: Cochise College Sierra Vista Campus
901 North Colombo Ave
Sierra Vista, AZ



THE LEGACY FOUNDATION
OF SOUTHEAST ARIZONA

alzheimer's association®

Desert Southwest Chapter

SAVE THE DATE

2018 AGING SUMMIT

Hosted by the Arizona Association of Area Agencies on Aging (AZ4A)

Sheraton Mesa Hotel
at Wrigleyville West

860 North Riverview, Mesa, AZ 85201

September 20-21, 2018

www.azaging.org





Aging Well in Arizona

2018 Aging Summit
September 20-21, 2018

Hosted by the Arizona Association
of Area Agencies on Aging (AZ4A)

Sheraton Mesa Hotel at Wrigleyville West
860 N. Riverview, Mesa, AZ 85201



advocacy | action | answers on aging

2018 Sponsorship Opportunities

About the 2018 Aging Summit

Join us for Arizona's premier conference on Aging

AZ4A, the Arizona Association of Area Agencies on Aging, is pleased to invite you to support **Aging Well in Arizona**, the 2018 Aging Summit, on September 20-21, 2018 at the Sheraton Mesa Hotel at Wrigleyville West.

As the older adult population in Arizona booms, this conference will gather experts in the aging field and front-line professionals to provide education, inspiration, networking, and resources that help our grandparents, parents, and ourselves age with dignity and choices in our homes and communities.

We invite you to join us as a sponsor of the Aging Summit. As a sponsor you will receive significant exposure to **500** individuals passionate about older adults and their families.

The conference targets an audience including policymakers, front line staff, caregivers, healthcare and long-term care professionals, social workers, and planners.

The conference will include national leaders in aging and subject experts on issues including elder justice, cultural sensitivity, evidence-based programs, healthy communities, policy and advocacy, and social determinants of health.

At AZ4A's 2016 Aging Summit, our registration limit of 350 was reached over one month before the conference! The 2018 summit will be even bigger, so join now!



2018 Sponsorship Levels

PLATINUM SPONSOR \$15,000

Podium time
Signs displayed throughout conference
Premium logo placement on conference promotional materials
Fall page ad in conference program
Opportunity to place materials on tables for each attendee at opening session
Opportunity to place materials in conference tote bag
Logo and website link on registration site and AZ4A website
Recognition on AZ4A Facebook page
Priority placement of logo displayed on conference slideshows
Priority placement of exhibitor booth
Six full-access registrations to conference
VIP seating at general sessions and meals

GOLD SPONSOR \$10,000

Half-page ad in conference program
Verbal recognition from the podium
Exhibitor booth
Opportunity to place materials in conference tote bag
Recognition on AZ4A Facebook page
Logo and website link on registration site and AZ4A website
Logo displayed on conference slideshows
Four full-access registrations to conference
VIP seating at general sessions and meals

RECEPTION SPONSOR ~~\$7,500~~ **SOLD**

Podium time during reception
Logo display during reception
Exhibitor booth during reception
Half-page ad in conference program
Recognition on AZ4A Facebook page
Logo and website link on registration site and AZ4A website
Logo displayed on conference slideshows
Two full-access registrations to conference
VIP seating at general sessions and meals

LUNCH SPONSOR \$7,500

Podium time during lunch
Logo display during lunch
Half-page ad in conference program
Recognition on AZ4A Facebook page
Logo and website link on registration site and AZ4A website
Logo displayed on conference slideshows
Two full-access registrations to conference
VIP seating at general sessions and meals

SILVER SPONSOR \$5,000

Quarter-page ad in conference program
Name and website link on registration site and AZ4A website
Company name listed in conference program
Logo displayed on conference slideshows
Exhibitor booth
One full-access registration to conference
VIP seating at general sessions and meals

COPPER SPONSOR \$2,000

Name and website link on registration site and AZ4A website
Company name listed in conference program
Logo displayed on conference slideshows
Exhibitor booth
One full-access registration to conference

All sponsors may add additional attendees at a rate of \$169 each. Additional attendee information must be received by **Thursday, September 6, 2018**. Keep in mind that this conference may sell out prior to that date, so be sure to submit additional attendees as soon as possible.

Questions? Looking for a customized marketing opportunity? Contact Laura Falender at lauraf@wacoq.com or 928-217-7198



Sponsorship Commitment Form

Company Name _____

Contact Name _____

Contact Email _____

Phone _____

Address _____

Sponsor Level

_____ \$15,000 Platinum

_____ \$10,000 Gold

_____ \$7,500 Reception

_____ \$7,500 Lunch

_____ \$5,000 Silver

_____ \$2,000 Copper

Payment Methods

Check, Money Order or Credit Card

Online payment (credit cards)

Coming soon

Send checks or money orders payable to AZ4A to:

Pinal-Gila Council for Senior Citizens – AZ4A
8969 W. McCartney Rd.
Casa Grande, AZ 85194

Please return this form to:

Olivia Guerrero

Pinal-Gila Council for Senior Citizens – AZ4A

8969 W. McCartney Rd.

Casa Grande, AZ 85194

Email: oliviag@pgcsc.org Phone: 520-836-2758 or 800-293-9393

All sponsorship commitments must be received by **August 10, 2018** to be included in the printed conference program. Your space is not reserved until your sponsor payment has been received and accepted. All sponsors receive one 8-foot draped table with two chairs for the exhibitor booth.



Arizona Association of Area Agencies on Aging



Pinal-Gila Council for Senior Citizens





ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: JANUARY 31, 2018
SUBJECT: SEAGO/SVMPO JOINT REGIONAL STRATEGIC HIGHWAY SAFETY PLAN

Greenlight Engineering (Michael Blankenship) through a subcontract with AMEC has completed the update of our regional crash data to reflect the most recent year of ADOT crash data (2016). Our consultant had concerns as to the completeness of the data involving the following agencies:

Pima (2016)
Tombstone (2016)
Duncan (2016)
San Carlos Apache Tribe (2016)
Greenlee County (2016)
Cochise County (2016)
Bisbee (2012-2015)

Our consultant has begun outreach to law enforcement agencies to verify and/or obtain crash data from the above agencies. Before the end of the month, they will be following up with site-visits as requested or needed.

AMEC is currently locating the crashes spatially by jurisdiction using GIS to ensure accuracy. Once GIS locating and data collection is finalized, our consultant will re-analyze the region for high priority locations for potential HSIP projects that the region might want to pursue when ADOT announces its next call for HSIP applications. As you were aware, our last set of high priority HSIP corridors were all on ADOT facilities, were quite lengthy, and were highly creative to meet B/C requirements. The goal of the re-analysis is to identify projects off ADOT facilities and/or shorten the corridor length to make the projects more competitive. We have not received a formal notice advising of the HSIP call for applications. It is expected to occur later this month with application submittal date expected in March or April, 2018. Our priority will be to develop the HSIP applications for any projects that the region would like to pursue before finalizing the plan.

As a result, the plan is due by March 1, 2018, for TAC review/comment. Our final SHSP TAC meeting will coincide with our March 15, 2018, SEAGO TAC meeting.

Attachments: SEAGO 2011-2016 Crash Data Tables

Action Requested: Information Only Action Requested Below

| SEAGO Crashes 2011-2016 | | | | | | |
|-------------------------|------------|-----------------------|---------------------------|-----------------|--------------|--------------|
| Agency | Fatal | Incapacitating Injury | Non-Incapacitating Injury | Possible Injury | No Injury | Grand Total |
| Benson | 5 | 13 | 54 | 55 | 323 | 450 |
| Bisbee | 3 | 7 | 17 | 15 | 137 | 179 |
| Clifton | 2 | 2 | 25 | 20 | 138 | 187 |
| Cochise County | 77 | 186 | 566 | 342 | 2729 | 3900 |
| Douglas | 2 | 11 | 63 | 81 | 680 | 837 |
| Duncan | 3 | 1 | 0 | 0 | 2 | 6 |
| Graham County | 13 | 51 | 117 | 103 | 518 | 802 |
| Greenlee County | 6 | 23 | 56 | 38 | 239 | 362 |
| Huachuca City | 0 | 2 | 4 | 5 | 18 | 29 |
| Nogales | 11 | 19 | 90 | 175 | 1169 | 1464 |
| Patagonia | 0 | 1 | 2 | 0 | 4 | 7 |
| Pima | 0 | 0 | 1 | 0 | 1 | 2 |
| Safford | 3 | 12 | 58 | 109 | 425 | 607 |
| San Carlos Apache Tribe | 9 | 0 | 1 | 2 | 6 | 18 |
| Santa Cruz County | 22 | 52 | 205 | 181 | 1173 | 1633 |
| Sierra Vista | 11 | 65 | 362 | 389 | 2188 | 3015 |
| Thatcher | 2 | 11 | 34 | 32 | 167 | 246 |
| Tombstone | 1 | 1 | 3 | 2 | 11 | 18 |
| Willcox | 3 | 2 | 20 | 17 | 115 | 157 |
| Grand Total | 173 | 459 | 1678 | 1566 | 10043 | 13919 |

| Benson | | | | | | |
|--------------|------------|-----------------|---------------------------|-----------------------|----------|------------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | 69 | 8 | 9 | 1 | 3 | 90 |
| 2012 | 45 | 7 | 11 | 3 | 0 | 66 |
| 2013 | 47 | 10 | 9 | 4 | 0 | 70 |
| 2014 | 51 | 13 | 7 | 3 | 0 | 74 |
| 2015 | 53 | 9 | 7 | 1 | 1 | 71 |
| 2016 | 58 | 8 | 11 | 1 | 1 | 79 |
| Total | 323 | 55 | 54 | 13 | 5 | 450 |

| Bisbee | | | | | | |
|--------------|------------|-----------------|---------------------------|-----------------------|----------|------------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | 15 | 1 | 6 | | 1 | 23 |
| 2012 | 17 | 2 | 3 | 3 | 0 | 25 |
| 2013 | 18 | 1 | 4 | 1 | 0 | 24 |
| 2014 | 13 | 1 | 1 | 1 | 0 | 16 |
| 2015 | 11 | 2 | 1 | 2 | 0 | 16 |
| 2016 | 63 | 8 | 2 | 0 | 2 | 75 |
| Total | 137 | 15 | 17 | 7 | 3 | 179 |

| Clifton | | | | | | |
|--------------|------------|-----------------|---------------------------|-----------------------|----------|------------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | 22 | 2 | 11 | 0 | 0 | 35 |
| 2012 | 29 | 0 | 3 | 0 | 0 | 32 |
| 2013 | 28 | 5 | 5 | 1 | 1 | 40 |
| 2014 | 26 | 5 | 5 | 0 | 1 | 37 |
| 2015 | 16 | 5 | 1 | 1 | 0 | 23 |
| 2016 | 17 | 3 | 0 | 0 | 0 | 20 |
| Total | 138 | 20 | 25 | 2 | 2 | 187 |

| Cochise County | | | | | | |
|----------------|-------------|-----------------|---------------------------|-----------------------|-----------|-------------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | 439 | 59 | 110 | 39 | 16 | 663 |
| 2012 | 478 | 57 | 108 | 35 | 15 | 693 |
| 2013 | 445 | 66 | 104 | 31 | 14 | 660 |
| 2014 | 426 | 39 | 80 | 19 | 9 | 573 |
| 2015 | 464 | 51 | 86 | 28 | 10 | 639 |
| 2016 | 477 | 70 | 78 | 34 | 13 | 672 |
| Total | 2729 | 342 | 566 | 186 | 77 | 3900 |

| Douglas | | | | | | |
|--------------|------------|-----------------|---------------------------|-----------------------|----------|------------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | 184 | 24 | 9 | 3 | 0 | 220 |
| 2012 | 137 | 23 | 13 | 2 | 0 | 175 |
| 2013 | 110 | 11 | 13 | 1 | 0 | 135 |
| 2014 | 85 | 8 | 11 | 1 | 0 | 105 |
| 2015 | 71 | 7 | 8 | 1 | 1 | 88 |
| 2016 | 93 | 8 | 9 | 3 | 1 | 114 |
| Total | 680 | 81 | 63 | 11 | 2 | 837 |

| Duncan | | | | | | |
|--------------|-----------|-----------------|---------------------------|-----------------------|----------|----------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | | | | | | 0 |
| 2012 | | | | | 1 | 1 |
| 2013 | 2 | | | | 1 | 3 |
| 2014 | | | | | | 0 |
| 2015 | | | | | | 0 |
| 2016 | | | | 1 | 1 | 2 |
| Total | 2 | 0 | 0 | 1 | 3 | 6 |

| Graham County | | | | | | |
|---------------|------------|-----------------|---------------------------|-----------------------|-----------|------------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | 80 | 8 | 24 | 9 | 2 | 123 |
| 2012 | 81 | 10 | 21 | 6 | 1 | 119 |
| 2013 | 89 | 25 | 23 | 4 | 0 | 141 |
| 2014 | 96 | 19 | 17 | 7 | 6 | 145 |
| 2015 | 89 | 21 | 17 | 14 | 1 | 142 |
| 2016 | 83 | 20 | 15 | 11 | 3 | 132 |
| Total | 518 | 103 | 117 | 51 | 13 | 802 |

| Greenlee County | | | | | | |
|-----------------|------------|-----------------|---------------------------|-----------------------|----------|------------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | 44 | 4 | 12 | 2 | 1 | 63 |
| 2012 | 32 | 5 | 4 | 7 | 4 | 52 |
| 2013 | 41 | 7 | 10 | 6 | 1 | 65 |
| 2014 | 49 | 9 | 10 | 1 | | 69 |
| 2015 | 30 | 7 | 12 | 3 | | 52 |
| 2016 | 43 | 6 | 8 | 4 | | 61 |
| Total | 239 | 38 | 56 | 23 | 6 | 362 |

| Huachuca City | | | | | | |
|---------------|-----------|-----------------|---------------------------|-----------------------|----------|-----------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | 7 | 2 | 1 | | | 10 |
| 2012 | 2 | 1 | 1 | 1 | | 5 |
| 2013 | 3 | | | | | 3 |
| 2014 | 3 | 1 | 1 | 1 | | 6 |
| 2015 | 3 | | 1 | | | 4 |
| 2016 | | 1 | | | | 1 |
| Total | 18 | 5 | 4 | 2 | 0 | 29 |

| Nogales | | | | | | |
|--------------|-------------|-----------------|---------------------------|-----------------------|-----------|-------------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | 175 | 26 | 10 | 5 | 1 | 217 |
| 2012 | 205 | 32 | 23 | 4 | 5 | 269 |
| 2013 | 224 | 33 | 12 | 2 | 2 | 273 |
| 2014 | 218 | 32 | 12 | 3 | 1 | 266 |
| 2015 | 179 | 27 | 21 | 3 | 2 | 232 |
| 2016 | 168 | 25 | 12 | 2 | 0 | 207 |
| Total | 1169 | 175 | 90 | 19 | 11 | 1464 |

| Patagonia | | | | | | |
|--------------|-----------|-----------------|---------------------------|-----------------------|----------|----------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | | | 1 | | | 1 |
| 2012 | 1 | | | | | 1 |
| 2013 | | | | | | 0 |
| 2014 | | | | | | 0 |
| 2015 | | | 1 | 1 | | 2 |
| 2016 | 3 | | | | | 3 |
| Total | 4 | 0 | 2 | 1 | 0 | 7 |

| Pima | | | | | | |
|--------------|-----------|-----------------|---------------------------|-----------------------|----------|----------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | | | | | | 0 |
| 2012 | | | | | | 0 |
| 2013 | | | | | | 0 |
| 2014 | | | | | | 0 |
| 2015 | | | | | | 0 |
| 2016 | 1 | | 1 | | | 2 |
| Total | 1 | 0 | 1 | 0 | 0 | 2 |

| Safford | | | | | | |
|--------------|------------|-----------------|---------------------------|-----------------------|----------|------------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | 59 | 16 | 9 | 4 | 0 | 88 |
| 2012 | 82 | 17 | 7 | 1 | 1 | 108 |
| 2013 | 87 | 19 | 8 | 1 | 0 | 115 |
| 2014 | 80 | 27 | 13 | 1 | 0 | 121 |
| 2015 | 72 | 17 | 11 | 3 | 2 | 105 |
| 2016 | 45 | 13 | 10 | 2 | 0 | 70 |
| Total | 425 | 109 | 58 | 12 | 3 | 607 |

| San Carlos Apache Tribe | | | | | | |
|-------------------------|-----------|-----------------|---------------------------|-----------------------|----------|-----------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | | | | | 3 | 3 |
| 2012 | | 1 | | | 1 | 2 |
| 2013 | 4 | 1 | | | 1 | 6 |
| 2014 | | | | | 1 | 1 |
| 2015 | 2 | | | | 2 | 4 |
| 2016 | | | 1 | | 1 | 2 |
| Total | 6 | 2 | 1 | 0 | 9 | 18 |

| Santa Cruz County | | | | | | |
|-------------------|-------------|-----------------|---------------------------|-----------------------|-----------|-------------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | 173 | 21 | 30 | 3 | 2 | 229 |
| 2012 | 193 | 30 | 37 | 10 | 4 | 274 |
| 2013 | 175 | 22 | 26 | 5 | 4 | 232 |
| 2014 | 170 | 29 | 30 | 10 | 6 | 245 |
| 2015 | 228 | 35 | 42 | 9 | 3 | 317 |
| 2016 | 234 | 44 | 40 | 15 | 3 | 336 |
| Total | 1173 | 181 | 205 | 52 | 22 | 1633 |

| Sierra Vista | | | | | | |
|--------------|-------------|-----------------|---------------------------|-----------------------|-----------|-------------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | 425 | 69 | 69 | 16 | 2 | 581 |
| 2012 | 435 | 73 | 63 | 12 | 1 | 584 |
| 2013 | 363 | 74 | 51 | 12 | 2 | 502 |
| 2014 | 342 | 61 | 54 | 9 | 0 | 466 |
| 2015 | 328 | 51 | 57 | 4 | 2 | 442 |
| 2016 | 295 | 61 | 68 | 12 | 4 | 440 |
| Total | 2188 | 389 | 362 | 65 | 11 | 3015 |

| Thatcher | | | | | | |
|--------------|------------|-----------------|---------------------------|-----------------------|----------|------------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | 31 | 7 | 4 | 1 | 1 | 44 |
| 2012 | 26 | 3 | 9 | 2 | 0 | 40 |
| 2013 | 30 | 2 | 7 | 0 | 1 | 40 |
| 2014 | 22 | 5 | 6 | 4 | 0 | 37 |
| 2015 | 27 | 6 | 4 | 1 | 0 | 38 |
| 2016 | 31 | 9 | 4 | 3 | 0 | 47 |
| Total | 167 | 32 | 34 | 11 | 2 | 246 |

| Tombstone | | | | | | |
|--------------|-----------|-----------------|---------------------------|-----------------------|----------|-----------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | 1 | | | | | 1 |
| 2012 | | | | | | 0 |
| 2013 | | | | | | 0 |
| 2014 | | | | | | 0 |
| 2015 | 3 | | | | | 3 |
| 2016 | 7 | 2 | 3 | 1 | 1 | 14 |
| Total | 11 | 2 | 3 | 1 | 1 | 18 |

| Willcox | | | | | | |
|--------------|------------|-----------------|---------------------------|-----------------------|----------|------------|
| Year | No Injury | Possible Injury | Non-incapacitating Injury | Incapacitating Injury | Fatal | Total |
| 2011 | 24 | 1 | 7 | 1 | 0 | 33 |
| 2012 | 19 | 4 | 5 | 0 | 1 | 29 |
| 2013 | 19 | 2 | 4 | 1 | 0 | 26 |
| 2014 | 25 | 4 | 1 | 0 | 0 | 30 |
| 2015 | 15 | 3 | 2 | 0 | 1 | 21 |
| 2016 | 13 | 3 | 1 | 0 | 1 | 18 |
| Total | 115 | 17 | 20 | 2 | 3 | 157 |



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: BONNIE WILLIAMS, CDBG PROGRAM MANAGER
DATE: JANUARY 30, 2018
SUBJECT: COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
INFORMATION

As a reminder, applications from the City of Bisbee, Town of Clifton, Safford and Nogales for FY18 regional CDBG funds are due to SEAGO July 1, 2018. I have been in contact with relevant community staff to assist with the first public hearings and selecting viable projects to be considered at the last public hearing. 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 17, 2018. If you are interested, the NOFA is available on their website <https://housing.az.gov> as an Information Bulletin. As these applications are so competitive state wide, I would recommend only applying if: your project would be serving almost 100% low mod people; if substantial leverage funds are included; and, only if past and current projects have gone well and met the thresholds set by ADOH. Otherwise, your application will not score well.

Also, keep in mind that later this year the NOFA for the bi-annual competitive Colonias grants will be released. Please contact me for further assistance if you are interested in this type of funding.

BW

Attachments: None

Action Requested: Information Only Action Requested Below