



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 30, 2015
SUBJECT: ADMINISTRATIVE COUNCIL MEETING

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

Thursday, May 7, 2015 at 9 a.m.
Cochise College Benson Center
1025 Highway 90
Benson, Arizona

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

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

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



ADMINISTRATIVE COUNCIL AGENDA

9 A.M., THURSDAY, MAY 7, 2015
COCHISE COLLEGE BENSON CENTER
1025 HIGHWAY 90
BENSON, ARIZONA

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

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

Individuals with disabilities who require special accommodations may contact Zoya Greene at (520) 432-5301 extension 215 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 Zoya Greene at (520) 432-5301 extension 215. 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 Zoya Greene al número (520) 432-5301, extensión 215, 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
FEBRUARY 12, 2015**

OFFICERS PRESENT: Chair Shane Dille, City of Nogales

MEMBERS PRESENT: Horatio Skeete, City of Safford
John Basteen, Town of Duncan
Tedmond Soltis, City of Willcox
Armando Villa, City of Tombstone
Dave Teel, Town of Patagonia
Carlos De La Torre, City of Douglas
Jennifer Thornton, (for Chuck Potucek) City of Sierra Vista

STAFF PRESENT: Randy Heiss, Executive Director
Cindy Osborn, Accounts Manager
Zoya Greene, Office Assistant
Julie Packer, Housing Program Manager
Chris Vertrees, Transportation Planner
Larry Catten, Economic Development Planner

GUESTS: Kathy Boyle, ADOT Public Affairs Office

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/INTRODUCTIONS

Chair Shane Dille called the meeting to order at 9:15 a.m. Those in attendance introduced themselves and were welcomed.

II. MEMBER ENTITIES' DISCUSSION

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

III. CALL TO THE PUBLIC

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

IV. ACTION ITEMS

1. CONSENT AGENDA

- a. Approval of the November 6, 2014 Minutes
- b. Approval of new Advisory Council on Aging
- c. Update to Transportation Advisory Committee Bylaws
- d. Transportation Advisory Committee Future Project Procedures

Chair Dille asked for a motion to approve items 1a, 1b, and 1d from the Consent Agenda, and to pull item 1c. (Update to Transportation Advisory Committee Bylaws) for further discussion.

MOTION: Carlos De La Torre
SECOND: Horatio Skeete
ACTION: APPROVED UNANIMOUSLY

Members discussed item 1c. regarding difficulty meeting quorum with current bylaws. Concerns were expressed regarding how the proposed updated bylaws would allow for a quorum with only two members present as written. Chair Dille suggested removing the word 'present' from the end of Article 4 and all agreed.

Chair Dille asked for a motion to approve item 1c. from the Consent Agenda as amended.

MOTION: Jennifer Thornton
SECOND: Dave Teel
ACTION: APPROVED UNANIMOUSLY

2. DRAFT SEAGO FUND BALANCE POLICY

Randy Heiss reported the decline of funding for certain SEAGO programs, and that it is necessary to propose the use of fund balance to bridge the gap between revenue shortfalls and expenditures in the budget process. Randy stated that at no time has using fund balance been proposed without first eliminating all expenditures that were not absolutely essential to effectively operating the subject programs, seeking new sources of funding, and shifting costs to other program areas to the extent possible.

Use of fund balance as a means to balance program operating budgets has been a concern for many member agencies. Concerns may be addressed if SEAGO adopted a policy setting an agreed upon minimum level of fund balance and requiring a method to replenish the expenditure of fund balance when it occurs.

Randy shared the fund balance policy adopted by the Maricopa Association of Governments which he has used as a model for a similar SEAGO policy. Randy emphasized a few points for the Council to consider:

- The MAG policy requires a minimum fund balance of 20 – 25 percent of the prior year's total audited expenditures. Randy has recommended over the past three years to maintain a minimum fund balance of at least 50 percent of the current year's proposed budget in order to provide some latitude for potential budget increases in future years.
- The current projected fund balance of \$1,279,617 as of June 30, 2014 amounts to approximately 124 percent of the FY 2015 agency operating budget.
- Proposed budgeting of fund balance does not mean it will be used. It simply means that known revenue sources at the time of budget planning are insufficient to cover essential program operating expenses, and that new revenue sources and/or cost saving strategies will be pursued during the fiscal year to minimize or eliminate fund balance use.

Members discussed concerns regarding the language in the recommended policy and suggested to include definitions on how and when the funds are spent at different levels.

Chair Dille made a motion to have the minimum of the policy to be at 50% and include language that identifies how to handle the fund balance if it falls below the 50%. Horatio Skeete expressed concerns on

how easy it is to spend fund balance and is not comfortable with 50%. Mr. Skeete stated that he preferred a minimum fund balance of 70% of expenditures. The language for surplus fund balance would change for reoccurring or program expenditures, to be required approval by super majority (2/3) of the Executive Board. If it's a non-reoccurring, one-time expense, then approval is required by a regular majority of the Executive Board.

MOTION: Shane Dille

SECOND: Dave Teel

ACTION: APPROVED 7 AYE, 1 OPPOSED (Horatio Skeete)

3. POSSIBLE NEW SEAGO ASSESSMENT SCHEDULE

Randy Heiss shared that the assessment for SEAGO annual dues is currently based on the 2010 Census population for each member entity multiplied by 30 cents per capita. Approximately 53% of the annual dues are used to fund the cash match for the EDA grant. The RTAC annual dues are based on the 2010 population of each nonmetropolitan area of each member entity multiplied by 8.2 cents per capita. The resulting cost is then split 70/30, with transportation planning funds paying 70% and member assessments paying the remaining 30% of the RTAC dues. Randy shared the 2015 SEAGO Member Assessment schedule for reference. One of the comments from the smaller communities is the amount of dues they are paying is incredibly low compared to the services they are receiving and they could well afford to pay more. Randy stated that he hears the opposite from our largest members who have sufficient internal capacity, and while they continue to pay the lion's share of SEAGO dues, they rarely utilize SEAGO's services. The Example Dues and Assessment Schedule Fiscal Year 2016 attempts to address concerns by using sliding scales for the assessment of dues with the smaller entities paying more per capita than the largest member entities.

Randy stated that the Council requested staff to provide alternatives to using reserves to balance program budgets. One alternative would be an assessment for each program with a funding shortfall, several of which appear on the provided Example. The columns would only be used if a revenue shortfall appears to exist during the budget planning process, and additional columns could be added if programs not shown here experience revenue shortfalls in the future. The provided Example also attempts to assess dues for certain services based on usage of services or benefit to the member entities. Details relating to each column of the Example are provided on the 'Notes to Assessments' page that is included with the Example.

Randy asked for additional direction from the Council, so that a refined version of the Assessment Schedule is prepared for the Council's consideration as part of the budget process in May.

Chair Dille suggested that the proposed schedule include input that was received at the strategic planning retreat. Chair Dille expressed concern and reluctance to move forward or take action without the County members present. Randy clarified that the action requested by the Council is direction.

Chair Dille recommended that Randy include the percentage of the total of each Agency, as a comparative from the current schedule to what is being proposed.

Horatio Skeete suggested a membership fee structure be developed with consideration of all the possible things that may drive the membership fees as well as recommendations on how to transition into those fees with the use of fund balance as a transition mechanism. Carlos De La Torre agreed with the direction.

Chair Dille asked for further direction from the Council, no one spoke. No motion necessary.

4. CONSIDERATION OF RESOLUTION NO. 2015-01 (HURF)

Randy Heiss stated that Thatcher Mayor Bob Rivera expressed an interest again this year in the Executive Board considering a resolution urging the Governor and Legislature to eliminate the diversion of HURF funds to the State General Fund. Randy borrowed heavily from information prepared by the RTAC in creating the provided Resolution for the Council's consideration. This year's Resolution also includes language urging the powers that be to modernize the mechanisms needed to develop and maintain our State's transportation infrastructure.

Chair Dille asked for a motion to approve item 4. RESOLUTION NO. 2015-01 (HURF)

MOTION: Dave Teel

SECOND: Armando Villa

ACTION: APPROVED UNANIMOUSLY

5. UPDATED TRANSPORTATION ISSUES POSITION STATEMENT

Randy stated that the SEAGO TAC held a substantive discussion regarding transportation issues of concern at their January 15th meeting. A number of concerns were raised this year regarding the ability of local governments to plan and implement transportation projects. Several specific issues were identified that the TAC felt were particularly important and they recommended that a position on these issues be formally taken by the SEAGO Executive Board. The following issues were presented within the 2015 – 2016 Transportation Issues Position Statement that Randy provided to the Council:

1. End the diversion of dedicated transportation funding

Position Statement: Urge the Governor and Legislature to direct dedicated transportation funding to its intended uses as requested in Resolution No. 2015-01.

2. Restore the HURF Exchange Program

Position Statement: Encourage ADOT to restore the HURF Exchange Program.

3. Explore all possible funding options to resolve the ST 189 bottleneck

Position Statement: Encourage ADOT to support the efforts of the Regional Planning Agencies to raise above the line revenue to advance the preferred build alternative for SR 189 into the ADOT Five-Year Transportation Facilities Construction Program and to build a long-term solution that reduces the commercial traffic congestion on SR 189, facilitates cross border trade, enhances economic growth, and fosters job creation in Arizona, as expressed in Resolution No. 2014-05.

4. Expand transportation infrastructure funding mechanisms

Position Statement: Urge the Governor, Legislature, and Congress to expand existing dedicated transportation funding sources, and develop sustainable alternative state and federal transportation funding mechanisms.

5. Empower ADOT staff to challenge the process

Position Statement: Encourage ADOT and Federal Highway Administration to uphold the categorical exclusion provisions in MAP 21 as intended by Congress and impose the minimum federal requirements and allow maximum flexibility for small local public agency projects with no significant environmental effect.

6. Raise Title 34 limitation on use of local forces

Position Statement: Urge the Governor and Legislature, to reset the Title 34 limitation on use of local forces to construct street, road, bridge, water or sewer projects without advertising for bids to \$500,000 and/or exclude the cost of materials from the calculation of project costs.

Chair Dille asked for a motion to approve the Updated Transportation Issues Position Statement

MOTION: Jennifer Thornton

SECOND: Carlos De La Torre

ACTION: APPROVED UNANIMOUSLY

6. CONSIDERATION OF RESOLUTION NO. 2015-02 SUPPORTING THE SECTION 559 PROPOSAL FROM THE CITY OF DOUGLAS

Carlos De La Torre explained the City of Douglas' plans to move forward in partnership with the City of Agua Prieta, Sonora to build a new commercial Land Port of Entry (LPOE), and its Section 559 Donation Acceptance Authority Proposal to U.S. Customs and Border Protection (CBP). The proposed new LPOE will be constructed on city-owned property located approximately 5 miles west of Douglas through a private public partnership project delivery mechanism. The estimated bond/debt issuance for the construction of this facility includes an anticipated construction cost of \$23M, as well as facility improvements intended to facilitate cross border traffic both inbound and outbound at the existing Douglas LPOE at a projected cost of \$3M.

The City is proposing to enter into a 30-year lease agreement with CBP and will donate up to 80 acres of land to CBP in conjunction with the execution of the lease. The City will own, manage, and maintain this facility for the entire duration of the lease period, and will donate the facility to CBP at the end of the lease period. The proposed lease agreement will cover all capital, interest, debt issuance, facility maintenance, and depreciation costs over the life of the lease with the exception of the land being donated by the City, and road construction costs which will be funded by others. The provided Resolution speaks to the need for the new commercial LPOE and improvements at the existing facility.

Chair Dille congratulated Carlos De La Torre and the City of Douglas for the innovation involved in putting the application together. Chair Dille asked for clarification that it is a federal designation and that the proposed resolution is a resolution support from SEAGO. Carlos confirmed. Chair Dille asked if the toll consideration is \$5/car and what type of vehicles. Carlos confirmed that the first phase is only for commercial traffic. Chair Dille asked if a portion of the toll fees will be given to ADOT to offset any costs or if it's all going to the City. Carlos confirmed that it will most likely go to the City to compensate the debt, but still needs to be determined. Chair Dille asked how the fee structure was established. Carlos stated that the fee was established to fortify the application and at the same time, the Tucson Field Office feels that the Government should pay for the facilities. The Office also feels that the fee should not be associated with running the facilities. The fee addresses requirements of not solely relying on federal funding. Chair Dille asked if the lease from Customs or GSA is designed to pay 100% of the bond payment over 30 years. Carlos confirmed.

Chair Dille asked for a motion to approve RESOLUTION NO. 2015-02 supporting the Section 559 proposal from the City of Douglas.

MOTION: Jennifer Thornton

SECOND: Armando Villa

ACTION: APPROVED UNANIMOUSLY

7. GREENLEE COUNTY EXECUTIVE BOARD PRIVATE SECTOR REPRESENTATIVE

Randy stated that he had been notified by Ms. Gail Hackney that she is unable to continue her service as Greenlee County's Private Sector Representative on the Executive Board. The Board must have private sector representation as a requirement of the Economic Development Administration.

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

Based on an e-mail Randy from Clifton Town Manager Mr. John Schempf, the member entity representatives from Greenlee County have discussed nominees and agree that Ms. Dusti Robinette of Duncan Farm and Garden Center would be an excellent choice for the position, and she has agreed to serve if selected.

Chair Dille asked for a motion to approve Ms. Dustie Robinette for the position of Greenlee County Executive Board Private Sector Representative

MOTION: John Basteen

SECOND: Horatio Skeete

ACTION: APPROVED UNANIMOUSLY

V. INFORMATION ITEMS

A. Future Meeting Dates

Randy Heiss explained that the August 2015 meeting of the Executive Board will be moved to August 28th to avoid conflict with the League of Cities and Towns Annual Conference. The February 2016 meeting dates will be moved one week as shown to avoid a conflict with the ACMA Winter Conference. Randy provided a schedule of future meeting dates of the Administrative Council, Executive Board and Administrative/Executive Committee.

B. Strategic Planning Retreat Report

Randy Heiss shared that on January 21st and 22nd, SEAGO held a strategic planning retreat at the Cochise College Benson Center. As of November 17th the final attendance poll determined 14 members of the Administrative Council and 14 members of the Executive Board had indicated they could attend on these dates, yet only 9 members of the Administrative Council and 8 members of the Executive Board actually attended.

Despite a lower than expected turnout, those who did attend were thoroughly engaged, thoughtful, and positively participatory. Randy stated Amy St. Peter, Human Services and Special Projects Manager from the Maricopa Association of Governments did a great job facilitating the retreat, and the exercises generated a lot of data that will be used to develop the SEAGO strategic plan goals, objectives, strategies and tactics. Randy asked members to submit comments by March 15, 2015.

Ted Soltis commented that the facilitator was fantastic. Chair Dilled expressed that he heard good comments from his Mayor as well.

C. Second Quarter Finance Report/FY14 Annual Audit

Cindy Osborn stated that Colby and Powell performed the field work for the SEAGO annual audit during the week of January 12th (originally scheduled for November) and anticipated having the draft ready for the meeting. Cindy requested that the draft audit be in her hands by February 4th, she received it February 10th. Cindy stated that she had not had a chance to review it and was not uploaded to the link provided in the Memo.

Horatio Skeete asked if the audit reporting time is being met on a legal standpoint. Cindy confirmed. Horatio Skeete expressed concern about the timeline of the audit report and that it should be started in September with a draft report by December. Chair Dille asked if the contract with the auditor specifies expectations and if they are clear that the report will be delivered by the end of that year. Cindy responded that the contract does not specify that the report be delivered by the end of the year, that it may be February. Chair Dille suggested reviewing the contract document and changing the expectations language to meet new expectations.

D. Transit Report

Chris Vertrees reported that SEAGO completed the RFQ process for the training program consultant on January 22nd. M. Greene Planning & Resource Development was the only responded to the RFQ. She is very qualified to lead this project. A contract was entered into on January 27th. The first deliverable is a Regional 5310 Training Plan to be delivered to SEAGO by March 15, 2015.

E. Economic Development District Report

Larry Catten expressed that it is an honor and privilege to be appointed to the position of SEAGO Economic Development Planner, effective January 19, 2015. He has had the opportunity to work in the field of economic development for more than 18 years, working with local governments in identifying, developing and implementing economic development strategies. That experience has been buttressed with more than 7 years of experience in the private sector, working for companies in various initiatives of business development, business expansion and retention, and inter-corporate and inter-governmental relations. This public and private sector experience has afforded him the opportunity to view, from both perspectives, government's essential role in developing and growing a community's prosperity.

F. Housing Program Statistics

Julie Packer shared housing statistics through FY15 second quarter. She received phone calls from an additional 104 families in addition to the clients she already worked with during the second quarter. Currently Financial Education and Homebuyer Education classes are being scheduled throughout the region to meet the Attorney General's funding requirements. Classes are being scheduled for the end of February, March and early April. By this meeting, PSA's will have been sent out to area newspapers and radio stations along with flyers to banks, realty companies and low income housing complexes.

VI. RTAC REPORT

Kevin Adam was not present at the meeting to provide the latest RTAC Legislative Update to the Administrative Council.

VII. FUTURE AGENDA ITEMS

Chair Dille made a call for future agenda items. No one responded.

VIII. ADJOURNMENT

Chair Dille asked for a motion to adjourn the meeting.

MOTION: Horatio Skeete

SECOND: Armando Villa

ACTION: APPROVED UNANIMOUSLY

Chair Dille adjourned the meeting at 11:42 a.m.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER
DATE: APRIL 21, 2015
SUBJECT: CONSIDERATION OF PROPOSED CHANGES TO THE ACOA BYLAWS

A Proposal to amend Article III Section 1 of Advisory Council on Aging Bylaws was brought before the ACOA members on April 16, 2015. The amendment is to incorporate verbiage that opens memberships to all communities within each county within the region and reads as follows:

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

In recent years, there has been difficulty finding representatives to serve on the ACOA from within each individual member entity. This has been especially difficult in the smaller communities where the pool of volunteers is small and over utilized. The proposed change would allow recruitment of ACOA members from anywhere within each of the counties, but when a vacancy occurs in an incorporated city or town, recruitment efforts would focus on identifying candidates from within the incorporated community or in outlying unincorporated areas nearby. For example, a vacancy occurring in Clifton could be filled by someone from Morenci, a vacancy occurring in Willcox could be filled by someone from Bowie or San Simon, or a vacancy from Patagonia could be filled by someone from Sonoita.

The ACOA unanimously approved the proposed changes as written.

Attachments: None.

Action Requested: Information Only Action Requested Below

A motion to accept or revise the proposed amendment to Article III Section 1 of the ACOA Bylaws, and forward a recommendation to the Executive Board.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AREA AGENCY ON AGING PROGRAM MANAGER
DATE: APRIL 21, 2015
SUBJECT: NOMINATION TO ADVISORY COUNCIL ON AGING

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

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

Consideration of Ms. Phifer's nomination was held pending the ACOA's proposed changes to their bylaws. If the bylaws changes are not approved, the ACOA will need to revisit the vacancy for the Willcox area of Cochise County.

Attachments: None.

Action Requested: Information Only Action Requested Below

A motion to recommend to the Executive Board appointment of Ms. Rebecca Phifer to the ACOA.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 21, 2015
SUBJECT: ELECTION OF OFFICERS

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

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

The current slate of officers is as follows:

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

None of the above officers have served three years in their current positions. I have communicated with Mr. Dille, Mr. Hinton and Ms. Gale, and all indicated they would be willing to continue serving in their current capacity if the rest of the Council is agreeable and if there is no one else who has an interest in serving as an officer. Per the Bylaws, the Administrative Council has the option of electing an entirely new slate of officers or a combination of new officers and existing officers.

Attachments: None.

Action Requested: Information Only Action Requested Below:

A motion to nominate and elect a slate of officers of the Administrative Council for Fiscal Year 2016.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 21, 2015
SUBJECT: APPROVAL OF THE SEAGO FIVE-YEAR STRATEGIC PLAN

As reported at your February meeting, a strategic planning retreat was held at the Cochise College Benson Center on January 21st and 22nd. Despite a lower than expected turnout, those who did attend were thoroughly engaged, thoughtful, and positively participatory. Amy St. Peter, Human Services and Special Projects Manager from the Maricopa Association of Governments did a great job facilitating the retreat, and the exercises generated a lot of data that has since been used to develop our strategic plan goals, objectives, strategies and tactics.

After the retreat, I requested that Amy prepare a Retreat Report. The draft report was provided to both the Administrative Council and Executive Board at their February meetings and comments were requested by March 15th. After hearing and seeing no comments or suggestions, I proceeded to develop the first draft of the strategic plan based on the data contained in the Retreat Report.

The first draft was presented at our March 23rd staff meeting where only positive comments were received. Since Amy was integral to gathering the data during the retreat and was responsible for preparing the retreat report, I felt it was critical for her to review the plan and offer any comments prior to finalizing the draft that will be presented to the Administrative Council and Executive Board in May. After reviewing the draft, Amy had nothing but positive comments. The draft of the strategic plan was then posted to our website and a link distributed to the Administrative Council and Executive Board. Comments were requested by April 20th, and to date, I've only had one response and it too was positive.

I've attached the Strategic Plan Executive Summary to this memo. But should you be interested in reading or downloading the entire 70 page document, you may do so by clicking the link provided below. The Plan is posted immediately below the Mission and Vision statements on the following page:

<http://seago.org/?q=organizational-information>

I look forward to discussing the Plan with you at the meeting.

Attachments: SEAGO Five-Year Strategic Plan Executive Summary

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the SEAGO Five-Year Strategic Plan FY2016 – FY2020 to the Executive Board.

EXECUTIVE SUMMARY

Background:

The SouthEastern Arizona Governments Organization (SEAGO) is a regional planning agency which serves the four counties of Cochise, Graham, Greenlee, and Santa Cruz. SEAGO was established in 1972, and for many years after its establishment, SEAGO operated without a Board-driven vision statement, mission statement, or strategic plan. Over the years, the organization had become increasingly fractured, resulting in siloes which limited inter-program cooperation and collaboration. Under the leadership of a new Executive Director and with a goal to “Unite as one SEAGO”, in December 2009, staff initiated efforts to develop a strategic plan for the agency.

After crafting vision and mission statements at the staff level, the SEAGO Administrative Council and Executive Board held a one-day retreat in January 2011 where the draft vision and mission statements were refined. In February 2011, the Executive Board adopted the agency’s first vision and mission statements. Funding challenges brought about by the impact of the Great Recession delayed efforts to organize additional retreats to identify goals, strategies or tactics supporting the Board-adopted mission and vision for the agency. As a result, efforts were made at the staff level to begin implementing the Board-adopted vision and mission statements, until it became apparent that the same issues and dynamics created by the funding challenges the agency experienced had actually become the impetus to continue the strategic planning effort.

In recognition of the value a strategic plan could bring the agency, the Executive Board approved a small budget to hold a retreat with the Administrative Council and SEAGO staff, and in January 2015, twenty-one leaders from the region met for a two-day strategic planning retreat. The Board- adopted mission and vision statements became the foundation to create a path forward for the organization’s Five-Year Strategic Plan. A written report on the outcomes of the 2015 Strategic Planning Retreat is provided as **Appendix A**.

Overview of Five-Year Strategic Plan:

The Five-Year Strategic Plan defines primary goals, objectives and measureable outcomes upon which to focus and execute during Fiscal Years 2016 – 2020. It is intended to provide guidance and set direction for the SEAGO Administrative Council, Executive Board, Executive Director, and staff with respect to improving the agency’s relevance, sustainability, performance and stakeholder engagement.

In regional planning, an array of programs work in concert to support sustainable regional growth and provide services to local governments and their constituents. An integrated network of services provided in the region helps improve economic conditions, keeps the region competitive, and enhances quality of life. Even in a challenging economy, SEAGO and its member agencies should persist to achieve the goals set forth in the Strategic Plan and continue to build upon the successes in place today.

Vision Statements are typically a one-sentence statement describing the clear and inspirational long-term desired change resulting from an organization's or program's work. Mission Statements are typically a one-sentence statement describing the reason an organization or program exists and are used to help guide decisions about priorities, actions, and responsibilities.

Key Results Areas, or goals, include strategies or tactics to strengthen existing programs, establish new services or programs, and achieve the vision and mission statements set by the Board. Goals should be Specific, Measurable, Achievable, Realistic, and Timed (SMART).

The attached summary illustrates our vision, mission, goals and tactics, as well as our implementation plan. **The vision, mission and goals are highlighted below:**

Vision Statement: SEAGO, as a highly motivated, energetic team, commits to being a respected credible source of leadership, information, funding, planning, technical expertise, and services.

Mission Statement: SEAGO stimulates social and economic progress in our four-county region.

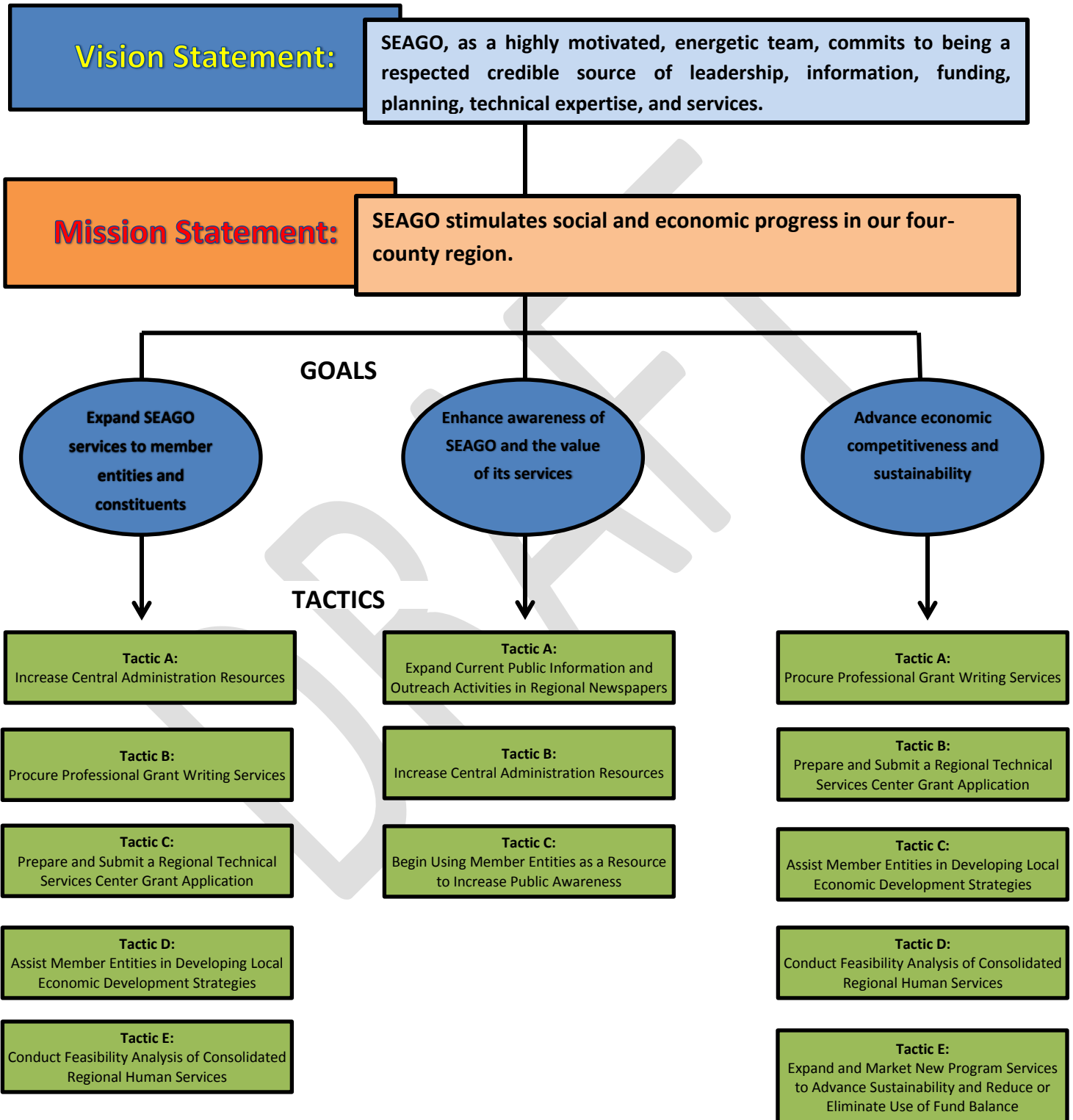
Five-Year Strategic Plan Goals:

1. Expand SEAGO services to member entities and constituents
2. Enhance awareness of SEAGO and the value of its services
3. Advance economic competitiveness and sustainability

The tactics for each goal are illustrated in **Figure 1** on the following page. Additional detail is provided in the Strategic Plan.



Figure 1: SEAGO Five-Year Strategic Plan 2016 – 2020





ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER
DATE: APRIL 23, 2015
SUBJECT: RESOLUTION NO. 2015-03

Attached for your consideration is SEAGO Resolution No. 2015-03. This resolution is for an Economic Development Administration (EDA) partnership planning assistance grant for funds in the amount of \$75,000 to continue the stability and ability of SEAGO to administer the Economic Development District (EDD) program.

The SEAGO EDD utilizes these funds not only for existing planning work but also possible expanded activities which will further the cause of economic development. The SEAGO EDD will utilize the grant proceeds, and requisite matching funds to implement and sustain regional solutions to promote healthy, economic development throughout the four counties of the SEAGO region.

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

Attachment: Resolution No. 2015-03

Action Requested: Information Only Action Requested Below:

A motion to recommend to the Executive Board approval of Resolution 2014-03 for an EDA Partnership Planning Assistance Grant in the amount of \$75,000 and matching funds of \$35,357 funded through assessments paid by SEAGO member entities.



SouthEastern Arizona Governments Organization

Serving our member governments and their constituents since 1972

RESOLUTION NO. 2015-03

A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION AUTHORIZING SUBMISSION OF AN APPLICATION FOR FY 2016 PARTNERSHIP PLANNING ASSISTANCE GRANT FUNDS FROM THE ECONOMIC DEVELOPMENT ADMINISTRATION

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

WHEREAS, the SouthEastern Arizona Governments Organization is desirous of expanding activities which continue to advance the economic development of these four counties; and

WHEREAS, the Economic Development Administration of the U.S. Department of Commerce has partnership planning assistance grants which will cultivate long-range and regional planning among the SEAGO member entities to alleviate economic distress; and

WHEREAS, the current economic stress in these four counties is demonstrated by the continued depletion of full time high-wage jobs, continuing foreclosure stress on commercial and residential properties, unresolved international border issues, unacceptable unemployment levels, and persistent low/median family incomes in the majority of the SEAGO Region.

NOW, THEREFORE, BE IT RESOLVED that the SEAGO Executive Board hereby authorizes an application be made to the U.S. Department of Commerce, EDA for a 2015-2016 planning grant in the amount of \$75,000; and

THAT, up to \$35,357 is hereby committed to assure that SEAGO meets the matching funds requirement for the EDA grant, funded through annual assessment (membership) dues paid by its members; and

THAT, SEAGO's Executive Director is authorized to sign and execute all application forms, contracts, or documents for the receipt and use of these funds.

Passed and adopted by the SEAGO Executive Board on this 21st day of May 2015.

Randy Heiss, Executive Director
SouthEastern Arizona
Governments Organization

Bob Rivera, Chair
Executive Board

SEAGO Member Entities

Cochise County

- Benson
- Bisbee
- Douglas
- Huachuca City
- Sierra Vista
- Tombstone
- Willcox

Graham County

- Pima
- Safford
- San Carlos
- Apache Tribe
- Thatcher

Greenlee County

- Clifton
- Duncan

Santa Cruz County

- Nogales
- Patagonia

SEAGO Main Office

Administration CDBG Economic Dev. Housing Transportation

1403 W. Hwy 92
Bisbee, AZ 85603
520-432-5301
520-432-5858 Fax

Area Agency on Aging Office

300 Collins Road
Bisbee, AZ 85603
520-432-5301
520-432-9168 Fax

www.seago.org



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CINDY OSBORN, ACCOUNTS MANAGER
DATE: APRIL 27, 2015
SUBJECT: FY16 BUDGET

The assumptions in the FY16 budget are as follows:

- DES funding for Area Agency on Aging operations has been decreased requiring the elimination of the ¾ PT Health Promotion and Nutrition position. The plan is for the Ombudsman Program Coordinator to take over the duties previously performed by the Health Promotion and Nutrition position.
- Housing funding has been decreased requiring the reduction of the Housing Program Manager position from FT to a ¾ PT position. On the worksheet, the deficit amounts under Housing Admin and Housing HUD Counseling are offset by the surplus amounts under Housing NFMC and Housing Save Our Home. The net result is \$0.
- A 2.5% salary increase is included in the budget.
- There is no fund balance use in the proposed budget.

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

Attachments: Proposed FY16 Budget

Action Requested: Information Only Action Requested Below:

A motion to recommend approval of the FY16 Budget to the Executive Board.

**SEAGO
FY16 Proposed Budget**

	ADEQ	CDBG	ED	Housing Admin	Housing HUD Counsel	Housing NMFPC	Housing Save Our Home	Elderly Transit	Public Transit	SPR	RMM	RMM Trng	Traffic	AAA Admin	AAA AM5	AAA SHIP	AAA IRM	AAA SMP	AAA HPR	AAA LTC	Agency Response	Central Admin	Total	
Revenues																								
Federal/State	7,250	10,000	75,000		21,620	7,500	35,000	20,000	20,000	125,000	108,900	65,835	125,000	191,270	15,380	52,895	1,050	15,967	11,884	52,419			961,970	
Local		108,283																					108,283	
Assessment																						78,599	78,599	
Assessment Transfer			35,357	1,242																		(36,599)	0	
Use of Fund Balance																							0	
In-Kind										31,250	12,100	7,315	7,125			1,500					4,500		63,790	
TOTAL REVENUE	7,250	118,283	110,357	1,242	21,620	7,500	35,000	20,000	20,000	156,250	121,000	73,150	132,125	191,270	15,380	54,395	1,050	15,967	11,884	56,919	42,000	0	1,212,642	
Expenditures																								
Salary/Wages	3,998	63,559	55,088	7,317	13,200	3,200	12,295	12,099	11,856	58,678	62,770	6,451	-	95,836	9,345	22,870	538	8,224	4,680	23,400	14,658	70,997	561,058	
ERE	1,289	24,939	21,755	2,353	4,819	2,205	4,675	2,916	3,188	19,079	16,707	2,062	-	31,401	3,053	10,807	271	4,051	2,044	10,237	4,727	26,067	198,647	
Audit																							16,000	16,000
Purchased Services		200	6,180	430	900					1,100	250	50,000	125,000	1,200						205	3,300	4,900	193,665	
Supplies		200	200	400				60	75	1,150	1,500	750		1,000		500				765	600	2,500	9,700	
Postage	25	600	25	200					25	50	25			248		100			200	200	100	500	2,298	
Copy	25	600	200	300				25	55	200	150	750		1,900		1,000			200	100	100	800	6,405	
Travel	936	7,595	5,759	500				1,492	1,535	10,296	2,530	2,326		10,787		6,000			900	4,331	3,689	3,200	61,876	
Meals																					1,000		1,000	
Phone	25	400	900	215						500	1,200			2,744		450			230	430	100	5,000	12,194	
Internet Charges		250	200	200						700	370			2,040		600							1,500	5,860
Utilities		225	200	200						200	280												3,500	4,605
Equip Maintenance														850									1,000	1,850
Equipment Lease																							0	
Equipment Purchase			100							3,500	700	366		100							300		5,066	
Advertising			100																				100	
Dues/Subscriptions			3,000							12,000				5,000								8,500	1,500	30,000
Miscellaneous																					100		100	
Insurance		130	120	130						125	220			685									6,000	7,410
Conferences/Training	100	500	1,000							1,300	1,000	1,000		100		300				1,500	1,800	2,000	2,000	12,600
Allocated Indirect	852	18,462	15,054	2,555	3,974	997	3,694	3,408	3,266	15,622	20,308	2,130	-	34,652	2,982	10,268	241	3,692	2,130	10,651	3,126	(158,064)	0	
Depreciation		623	476	603						500	890			2,727									5,819	
In-Kind										31,250	12,100	7,315	7,125			1,500					4,500		12,600	76,390
TOTAL EXPENDITURES	7,250	118,283	110,357	15,403	22,893	6,402	20,664	20,000	20,000	156,250	121,000	73,150	132,125	191,270	15,380	54,395	1,050	15,967	11,884	56,919	42,000	0	1,212,642	
Surplus/(Deficit)	0	0	0	(14,161)	(1,273)	1,098	14,336	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 21, 2015
SUBJECT: ANNUAL ASSESSMENTS AND RTAC MEMBERSHIP FOR FY 2016

The current method of assessing member dues has been in place since well before I came to work for SEAGO. Currently, dues are assessed to raise matching funds for the EDA Planning Partnership Grant and related economic development work, annual dues to the Rural Transportation Advocacy Council, and to cover expenditures that are unallowable under Federal guidelines, such as food, lobbying, advertising, etc.

One of the comments we have heard from the smaller communities is the amount of dues they are paying is incredibly low compared to the services they are receiving and they could well afford to pay more. We hear the opposite from our largest members who have sufficient internal capacity, and while they continue to pay the lion's share of SEAGO dues, they rarely utilize SEAGO's services. In addition, some of you have requested staff to provide options to using our reserves (fund balance) to balance program budgets. One such option would be to develop a member assessment for each program with a funding shortfall.

At the February meeting, the Administrative Council was presented with a revised assessment methodology reflecting these comments which was discussed at length and the following changes were requested in the version to be considered at the meeting in May:

- Add a column to provide funding for a grant writer who will assist member entities in identifying and applying for grant opportunities as reflected in the priorities expressed in the strategic planning retreat;
- Add a column to reflect the percentage of the total assessment paid by each member entity;
- And for staff to take into consideration all shortfalls and needs we could encounter in the next fiscal year, include those items in the new assessment schedule, along with recommendations of how to transition into those fees with the use fund balance as a transition mechanism.

In past years, the assessment for SEAGO annual dues was based solely on the 2010 Census population for each member entity multiplied by 30 cents per capita. In all of the Options presented, the annual dues are shown in a separate column, and are assessed using per capita block rates, with the smaller entities paying more per capita than the largest member entities. The per capita block rates have been softened from what was presented in February to provide additional relief to communities with populations of 2,501 and up.

In past years, approximately 53% of the annual dues were used as matching funds for the EDA grant and to fund economic development program work. In all of the Options presented, the economic development assessment is now shown in a separate column from the annual dues.

In all of the Options presented, the RTAC annual dues remain in a stand-alone column and are based on the 2010 population of each non-metropolitan member entity multiplied by 8.2 cents per capita. The resulting cost is then split 70/30, with transportation planning funds paying 70% and a member assessment paying the remaining 30% of the RTAC dues.

In all of the Options presented, new columns for a Housing Assessment and for a Grant Writing Contractor are provided. The Housing Program experienced a budget shortfall due to the Governor and Legislature's

unexpected sweep of the Attorney General's Arizona Mortgage Relief Funds into the general fund to balance the FY 2016 state budget. Within Options 1, 2 and 3, the Administrative Council can consider recommending use of fund balance for the Housing Program and the Grant Writing Contractor, however, doing so will require a 2/3 supermajority vote by the Executive Board. Details relating to each column on the Assessment Schedule Options are provided on the 'Notes to Assessments' page for each Option. A brief overview of each Option is provided below:

Option 1 – This option provides no assessment for the Housing Program. The Housing Program Manager's work schedule has been reduced to ¾ time in order to balance the budget. She will retain full-time status and remain eligible for benefits, but will be required to pick up ¼ of the costs of her health insurance. In addition, because of being reduced to ¾ time status, her ASRS benefits will be impacted. As an alternate to this Option, you could recommend using fund balance to make Housing whole this next fiscal year. It's estimated that we will need at least \$20,000 annually to retain a professional grant writer, but since it will be December before I have completed the RFP process, we won't know until then if that amount will be enough to attract the interest of a grant writer, or if more will be needed. This Option assumes fund balance will be used to fund the grant writer and an assessment could be considered at this time next year to replenish the amount of fund balance used.

Option 2 – This option provides no assessment for the Housing Program. As with Option 1, the Housing Program Manager's work schedule has been reduced to ¾ time in order to balance the budget. As an alternate to this Option, you could recommend using fund balance to make Housing whole this next fiscal year. It's estimated that we will need at least \$20,000 annually to retain a professional grant writer, but since it will be December before I have completed the RFP process, only half that amount will be required in FY 2016. This Option assumes an assessment would fund \$5,000 and fund balance will be used to cover the remaining portion of the grant writer cost in FY 2016.

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

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

The FY2015-2016 budget that will be presented to you is based on Option 1 with no use of fund balance. If use of fund balance is recommended to make the Housing Program whole in FY 2016, or if Options 2, 3 or 4 are recommended for approval, the budget will be adjusted accordingly. I will attempt to answer any questions you may have at the meeting.

Attachments: Dues and Assessment Schedule FY 2016 Options 1, 2, 3 and 4

Action Requested:

Information Only

Action Requested Below:

A motion to recommend one of the Dues and Assessment Schedule FY 2016 Options to the Executive Board for approval.

OPTION 1

**SouthEastern Arizona Governments Organization
Draft Dues and Assessment Schedule
Fiscal Year 2016**

SEAGO Member	2010 Census (a)	SEAGO Member Dues (b)	ED Planning Assessment (c)	RTAC Assessment (d)	Housing Assessment (e)	Grant Writing Contractor Assessment (f)	Total FY2016 Estimated Assessment (g)	Member Percent of Total FY2016 Assessment (h)	Total FY2015 SEAGO Assessment (i)	Total FY2010 SEAGO Assessment (j)
Benson	5,105	\$1,404	\$1,078	\$126	\$0	\$0	\$2,608	3.32%	\$1,655	\$2,055
Bisbee	5,575	\$1,533	\$1,178	\$132	\$0	\$0	\$2,843	3.62%	\$1,803	\$2,305
Douglas	17,378	\$3,910	\$3,671	\$428	\$0	\$0	\$8,008	10.19%	\$5,635	\$7,078
Huachuca City	1,853	\$927	\$391	\$45	\$0	\$0	\$1,363	1.73%	\$601	\$747
Sierra Vista	43,888	\$3,292	\$2,194	\$0	\$0	\$0	\$5,486	6.98%	\$13,153	\$17,798
Tombstone	1,380	\$1,173	\$291	\$34	\$0	\$0	\$1,498	1.91%	\$447	\$579
Willcox	3,757	\$1,315	\$794	\$92	\$0	\$0	\$2,201	2.80%	\$1,218	\$1,529
Cochise County*	52,410	\$2,096	\$8,910	\$994	\$0	\$0	\$12,000	15.27%	\$16,701	\$21,406
Pima	2,387	\$1,194	\$504	\$59	\$0	\$0	\$1,757	2.24%	\$775	\$954
Safford	9,566	\$2,631	\$2,021	\$235	\$0	\$0	\$4,886	6.22%	\$3,102	\$3,859
Thatcher	4,865	\$1,703	\$1,028	\$114	\$0	\$0	\$2,844	3.62%	\$1,572	\$1,992
San Carlos Apache Tribe	4,780	\$1,673	\$1,010	\$118	\$0	\$0	\$2,800	3.56%	\$1,550	\$2,365
Graham County*	15,622	\$3,515	\$3,300	\$390	\$0	\$0	\$7,205	9.17%	\$5,072	\$5,882
Clifton	3,311	\$1,159	\$699	\$81	\$0	\$0	\$1,940	2.47%	\$1,074	\$1,281
Duncan	696	\$592	\$147	\$17	\$0	\$0	\$756	0.96%	\$226	\$290
Greenlee County*	4,430	\$1,551	\$443	\$109	\$0	\$0	\$2,103	2.68%	\$1,437	\$1,836
Nogales	20,837	\$4,167	\$2,084	\$513	\$0	\$0	\$6,764	8.61%	\$6,757	\$8,486
Patagonia	913	\$776	\$193	\$22	\$0	\$0	\$991	1.26%	\$296	\$370
Santa Cruz County*	25,670	\$4,492	\$5,422	\$631	\$0	\$0	\$10,546	13.42%	\$8,324	\$10,275
SEAGO Region Totals	224,423	\$39,101	\$35,357	\$4,141	\$0	\$0	\$78,599	100.00%	\$71,397	\$91,089

*Unincorporated area only

Notes to Assessments:

- (a) Most calculations are based on the 2010 Census population for each member community. Members may want to decide whether or not to use the mid-decade population estimates in FY 2017 and future years until the 2020 Census figures are available.
- (b) In this column, SEAGO Member Dues are based on population blocks with the larger entities paying less per capita, and the smaller entities who generally need more services paying more per capita. Per capita rates vary from 4/10 cent to 85 cents per capita.
- (c) The assesemnt provides matching funds for the EDA planning grant and related economic development activities. Calculations are based on a per capita rate, with entities who have economic development staff paying less per capita and the remaining entities paying more. Per capita rates vary from 1/2 cent to 21 cents.
- (d) RTAC assessment is based on the non-urbanized population of the region and 8.2 cents per capita. The SVMPO pays its dues directly to the RTAC and its population is not included in the calculation.
- (e) Due to the sweep of the Arizona Mortgage Relief fund monies in to the State General Fund, approximately 45% of the revenue for the Housing Program has been eliminated. This created a \$20,500 deficit in Housing that required reducing the program manager's position to 3/4 time in order to balance the budget. In this Option, there is no assessment to cover the deficit, but use of fund balance is an alternate that can be considered.
- (f) In this Option, no assessment for the grant writer is proposed in this fiscal year. It's estimated we will need at least \$20,000 per year, but the actual cost will not be known until we've completed the RFP process in December 2015. This Option proposes to wait until we know the cost, and use fund balalnce to retain the grant writer in the interim.
- (g) The total for this column will depend on any final adjustments to the calculations of individual program assessment columns and decisions to use fund balance rather than assessments to cover anticipated expenses.
- (h) This column displays the percent each member's assessment represents of the total FY 2016 assesement.
- (i) Information is provided so comparisons can be drawn between total FY2016 assessment and total FY2015 assessment.
- (j) Information is provided so comparisons can be drawn between total FY2016 assessment and total FY2010 assessment.

OPTION 2

**SouthEastern Arizona Governments Organization
Draft Dues and Assessment Schedule
Fiscal Year 2016**

SEAGO Member	2010 Census (a)	SEAGO Member Dues (b)	ED Planning Assessment (c)	RTAC Assessment (d)	Housing Assessment (e)	Grant Writing Contractor Assessment (f)	Total FY2016 Estimated Assessment (g)	Member Percent of Total FY2016 Assessment (h)	Total FY2015 SEAGO Assessment (i)	Total FY2010 SEAGO Assessment (j)
Benson	5,105	\$1,404	\$1,078	\$126	\$0	\$163	\$2,771	3.31%	\$1,655	\$2,055
Bisbee	5,575	\$1,533	\$1,178	\$132	\$0	\$179	\$3,022	3.61%	\$1,803	\$2,305
Douglas	17,378	\$3,910	\$3,671	\$428	\$0	\$363	\$8,371	10.01%	\$5,635	\$7,078
Huachuca City	1,853	\$927	\$391	\$45	\$0	\$114	\$1,477	1.77%	\$601	\$747
Sierra Vista	43,888	\$3,292	\$2,194	\$0	\$0	\$733	\$6,219	7.44%	\$13,153	\$17,798
Tombstone	1,380	\$1,173	\$291	\$34	\$0	\$94	\$1,592	1.90%	\$447	\$579
Willcox	3,757	\$1,315	\$794	\$92	\$0	\$136	\$2,337	2.80%	\$1,218	\$1,529
Cochise County*	52,410	\$2,096	\$8,910	\$994	\$0	\$876	\$12,876	15.40%	\$16,701	\$21,406
Pima	2,387	\$1,194	\$504	\$59	\$0	\$146	\$1,903	2.28%	\$775	\$954
Safford	9,566	\$2,631	\$2,021	\$235	\$0	\$306	\$5,192	6.21%	\$3,102	\$3,859
Thatcher	4,865	\$1,703	\$1,028	\$114	\$0	\$176	\$3,020	3.61%	\$1,572	\$1,992
San Carlos Apache Tribe	4,780	\$1,673	\$1,010	\$118	\$0	\$173	\$2,973	3.56%	\$1,550	\$2,365
Graham County*	15,622	\$3,515	\$3,300	\$390	\$0	\$326	\$7,531	9.01%	\$5,072	\$5,882
Clifton	3,311	\$1,159	\$699	\$81	\$0	\$120	\$2,060	2.46%	\$1,074	\$1,281
Duncan	696	\$592	\$147	\$17	\$0	\$48	\$803	0.96%	\$226	\$290
Greenlee County*	4,430	\$1,551	\$443	\$109	\$0	\$160	\$2,263	2.71%	\$1,437	\$1,836
Nogales	20,837	\$4,167	\$2,084	\$513	\$0	\$377	\$7,141	8.54%	\$6,757	\$8,486
Patagonia	913	\$776	\$193	\$22	\$0	\$62	\$1,054	1.26%	\$296	\$370
Santa Cruz County*	25,670	\$4,492	\$5,422	\$631	\$0	\$447	\$10,993	13.15%	\$8,324	\$10,275
SEAGO Region Totals	224,423	\$39,101	\$35,357	\$4,141	\$0	\$5,000	\$83,599	100.00%	\$71,397	\$91,089

*Unincorporated area only

Notes to Assessments:

- (a) Most calculations are based on the 2010 Census population for each member community. Members may want to decide whether or not to use the mid-decade population estimates in FY 2017 and future years until the 2020 Census figures are available.
- (b) In this column, SEAGO Member Dues are based on population blocks with the larger entities paying less per capita, and the smaller entities who generally need more services paying more per capita. Per capita rates vary from 4/10 cent to 85 cents per capita.
- (c) The assesemnt provides matching funds for the EDA planning grant and related economic development activities. Calculations are based on a per capita rate, with entities who have economic development staff paying less per capita and the remaining entities paying more. Per capita rates vary from 1/2 cent to 21 cents.
- (d) RTAC assessment is based on the non-urbanized population of the region and 8.2 cents per capita. The SVMPO pays its dues directly to the RTAC and its population is not included in the calculation.
- (e) Due to the sweep of the Arizona Mortgage Relief fund monies in to the State General Fund, approximately 45% of the revenue for the Housing Program has been eliminated. This created a \$20,500 deficit in Housing that required reducing the program manager's position to 3/4 time in order to balance the budget. In this Option, there is no assessment to cover the deficit, but use of fund balance is an alternate that can be considered.
- (f) The assessments in this column are a blend of per capita rates and population blocks. The amount for each entity is first calculated on the percent the population of the entitiy represents of the total population for the region, then adjusted by population blocks, with the larger entites paying less per capita and the smaller entites paying more per capita. The amount shown is 1/2 what we anticipate needing to contract with a grant writer in FY 2016.
- (g) The total for this column will depend on any final adjustments to the calculations of individual program assessment columns and decisions to use fund balance rather than assessments to cover anticipated expenses.
- (h) This column displays the percent each member's assessment represents of the total FY 2016 assesement.
- (i) Information is provided so comparisons can be drawn between total FY2016 assessment and total FY2015 assessment.
- (j) Information is provided so comparisons can be drawn between total FY2016 assessment and total FY2010 assessment.

OPTION 3

**SouthEastern Arizona Governments Organization
Draft Dues and Assessment Schedule
Fiscal Year 2016**

SEAGO Member	2010 Census (a)	SEAGO Member Dues (b)	ED Planning Assessment (c)	RTAC Assessment (d)	Housing Assessment (e)	Grant Writing Contractor Assessment (f)	Total FY2016 Estimated Assessment (g)	Member Percent of Total FY2016 Assessment (h)	Total FY2015 SEAGO Assessment (i)	Total FY2010 SEAGO Assessment (j)
Benson	5,105	\$1,404	\$1,078	\$126	\$239	\$327	\$3,174	3.21%	\$1,655	\$2,055
Bisbee	5,575	\$1,533	\$1,178	\$132	\$478	\$357	\$3,678	3.72%	\$1,803	\$2,305
Douglas	17,378	\$3,910	\$3,671	\$428	\$1,832	\$726	\$10,566	10.69%	\$5,635	\$7,078
Huachuca City	1,853	\$927	\$391	\$45	\$469	\$227	\$2,059	2.08%	\$601	\$747
Sierra Vista	43,888	\$3,292	\$2,194	\$0	\$2,284	\$1,467	\$9,236	9.34%	\$13,153	\$17,798
Tombstone	1,380	\$1,173	\$291	\$34	\$257	\$188	\$1,943	1.97%	\$447	\$579
Willcox	3,757	\$1,315	\$794	\$92	\$177	\$272	\$2,650	2.68%	\$1,218	\$1,529
Cochise County*	52,410	\$2,096	\$8,910	\$994	\$1,195	\$1,751	\$14,947	15.12%	\$16,701	\$21,406
Pima	2,387	\$1,194	\$504	\$59	\$159	\$292	\$2,209	2.23%	\$775	\$954
Safford	9,566	\$2,631	\$2,021	\$235	\$531	\$613	\$6,030	6.10%	\$3,102	\$3,859
Thatcher	4,865	\$1,703	\$1,028	\$114	\$168	\$352	\$3,365	3.40%	\$1,572	\$1,992
San Carlos Apache Tribe	4,780	\$1,673	\$1,010	\$118	\$0	\$346	\$3,146	3.18%	\$1,550	\$2,365
Graham County*	15,622	\$3,515	\$3,300	\$390	\$443	\$653	\$8,300	8.40%	\$5,072	\$5,882
Clifton	3,311	\$1,159	\$699	\$81	\$44	\$240	\$2,224	2.25%	\$1,074	\$1,281
Duncan	696	\$592	\$147	\$17	\$44	\$95	\$895	0.91%	\$226	\$290
Greenlee County*	4,430	\$1,551	\$443	\$109	\$44	\$321	\$2,468	2.50%	\$1,437	\$1,836
Nogales	20,837	\$4,167	\$2,084	\$513	\$841	\$754	\$8,359	8.46%	\$6,757	\$8,486
Patagonia	913	\$776	\$193	\$22	\$80	\$125	\$1,196	1.21%	\$296	\$370
Santa Cruz County*	25,670	\$4,492	\$5,422	\$631	\$965	\$894	\$12,404	12.55%	\$8,324	\$10,275
SEAGO Region Totals	224,423	\$39,101	\$35,357	\$4,141	\$10,250	\$10,000	\$98,849	100.00%	\$71,397	\$91,089

*Unincorporated area only

Notes to Assessments:

- (a) Most calculations are based on the 2010 Census population for each member community. Members may want to decide whether or not to use the mid-decade population estimates in FY 2017 and future years until the 2020 Census figures are available.
- (b) In this column, SEAGO Member Dues are based on population blocks with the larger entities paying less per capita, and the smaller entities who generally need more services paying more per capita. Per capita rates vary from 4/10 cent to 85 cents per capita.
- (c) The assessemnt provides matching funds for the EDA planning grant and related economic development activities. Calculations are based on a per capita rate, with entities who have economic development staff paying less per capita and the remaining entities paying more. Per capita rates vary from 1/2 cent to 21 cents.
- (d) RTAC assessment is based on the non-urbanized population of the region and 8.2 cents per capita. The SVMPO pays its dues directly to the RTAC and its population is not included in the calculation.
- (e) Due to the sweep of the Arizona Mortgage Relief fund monies in to the State General Fund, approximately 45% of the revenue for the Housing Program was eliminated. This created a \$20,500 deficit in Housing. In this Option, the program manager's position is restored to full-time and the deficit is split 50/50 between a member assessment for Housing and use of fund balance. The assessment portion is calculated based on the number of persons served by the program in each community since 2009 and the amount needed to balance the FY2016 budget.
- (f) The assessments in this column are a blend of per capita rates and population blocks. The amount for each entity is first calculated on the percent the population of the entitiy represents of the total population for the region, then adjusted by population blocks, with the larger entites paying less per capita and the smaller entites paying more per capita. The amount shown is what we anticipate needing to contract with a grant writer in FY 2016.
- (g) The total for this column will depend on any final adjustments to the calculations of individual program assessment columns and decisions to use fund balance rather than assessments to cover anticipated expenses.
- (h) This column displays the percent each member's assessment represents of the total FY 2016 assesement.
- (i) Information is provided so comparisons can be drawn between total FY2016 assessment and total FY2015 assessment.
- (j) Information is provided so comparisons can be drawn between total FY2016 assessment and total FY2010 assessment.

OPTION 4

**SouthEastern Arizona Governments Organization
Draft Dues and Assessment Schedule
Fiscal Year 2016**

SEAGO Member	2010 Census (a)	SEAGO Member Dues (b)	ED Planning Assessment (c)	RTAC Assessment (d)	Housing Assessment (e)	Grant Writing Contractor Assessment (f)	Total FY2016 Estimated Assessment (g)	Member Percent of Total FY2016 Assessment (h)	Total FY2015 SEAGO Assessment (i)	Total FY2010 SEAGO Assessment (j)
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SEAGO Region Totals	224,423	\$39,101	\$35,357	\$4,141	\$20,500	\$10,000	\$109,099	100.00%	\$71,397	\$91,089

*Unincorporated area only

Notes to Assessments:

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- (e) Due to the sweep of the Arizona Mortgage Relief fund monies in to the State General Fund, approximately 45% of the revenue for the Housing Program was eliminated. This created a \$20,500 deficit in Housing. In this Option, the program manager's position is restored to full-time and the deficit is covered by a member assessment for Housing. The assessment is calculated based on the number of persons served by the program in each community since 2009 and the amount needed to balance the FY2016 budget.
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- (h) This column displays the percent each member's assessment represents of the total FY 2016 assesement.
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ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 25, 2015
SUBJECT: SUSTAINABILITY OF THE SEAGO FUND BALANCE

The purpose of this memorandum is to enable the Administrative Council and Executive Board to better understand the use of fund balance in prior years, the amount of fund balance currently available, and to provide a projection of how long uses of fund balance may be sustained. This information is intended to guide decisions as to how much of the fund balance should be used in balancing the budget. The table below provides an overview of the use of fund balance over the last six fiscal years:

Fund Balance Use ¹			
Fiscal Year Ending	Beginning Balance	Ending Balance	Use of Fund Balance
6/30/09	\$ 1,681,043	\$ 1,921,455	\$ 240,412
6/30/10	\$ 1,921,455	\$ 1,877,819	(\$ 43,636)
6/30/11 (Restated ²)	\$ 1,451,014	\$ 1,297,124	(\$ 153,890 ³)
6/30/12	\$ 1,297,124	\$ 1,298,000	\$ 876
6/30/13	\$ 1,298,000	\$ 1,136,413	(\$ 161,587 ⁴)
6/30/14	\$ 1,136,413	\$ 1,319,039	\$ 182,626
6/30/15 (Projected)	\$ 1,319,039	\$ 1,300,011	(\$ 19,028 ⁵)

The fund balance policy established by the Executive Board on February 27, 2015 sets the minimum unrestricted fund balance in its General Fund at 50 percent of the prior fiscal year's total actual operating expenditures. In FY 2014, the most recent year for which final figures are available, actual operating expenditures were \$1,071,782. Fifty percent of the FY 2014 actual operating expenditures is \$535,891. The amount of fund balance available at the end of FY 2014 (\$1,319,039) amounts to 123% that year's actual operating expenditures. Under this scenario, there would conceptually be \$783,148 available for use in future budget years before the minimum level of fund balance is reached. The table on the following page provides an overview of how long it would take to reduce the existing fund balance of \$1,319,039 to \$535,891 under a number of different scenarios:

¹ With the exception of FY 15, all figures are from audited financial statements for said years.

² In FY 11, the Arizona Department of Housing eliminated SEAGO from the Save My Home Program and recovered \$426,804 on deposit with SEAGO so that this funding could be used for foreclosure prevention assistance in the urban counties.

³ Approximately \$152,000 of this amount was from the purchase of the SEAGO office building and associated land.

⁴ Building improvements plus amounts approved for program use in the FY 13 budget process.

⁵ Due to FY 2105 Employee Retention Incentives.

Impact of Fund Balance Use	
Annual Use of Fund Balance	Number of Years
\$ 5,000 per year	157
\$ 10,000 per year	78
\$ 15,000 per year	52
\$ 20,000 per year	39
\$ 25,000 per year	31
\$ 30,000 per year	26
\$ 35,000 per year	22
\$ 40,000 per year	20
\$ 45,000 per year	17
\$ 50,000 per year	16

As shown in the table above, SEAGO will be able to operate for a considerable period of time with moderate use of fund balance and still maintain an operating reserve of \$535,891. However, because almost all of SEAGO’s programs operate on a cost reimbursement basis, there is very limited excess revenue generated that can be used to cover any expenses in excess of program revenues. As a Council of Governments, SEAGO has no taxation authority, and other than the annual assessment to our member entities, SEAGO has no significant or sustainable source of unrestricted revenue. Therefore, at this time, there is no use of fund balance that is ‘sustainable’ in the purest sense of the term.

As a result, SEAGO intends to adhere to the following guidelines to sustain the existing fund balance for as long as possible:

- 1) Track the use of fund balance annually in order to monitor the level of fund balance available for future years.
- 2) Present annual budgets that minimize the use of fund balance to the extent practicable.
- 3) Clearly identify any proposed use of fund balance in the annual budget approval process so that the Administrative Council and Executive Board have the option to control the amount of fund balance used.
- 4) Operate programs within their approved budgets and evaluate accordingly.
- 5) Continue seeking new grants and funding sources, and/or developing new programs and services that generate excess revenue to replenish any fund balance used.
- 6) Expense depreciation of buildings and improvements to the benefiting programs and use those funds to replenish the fund balance that was used for the buildings and improvements.

Attachments: None

Action Requested:

Information Only

Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: BONNIE WILLIAMS, CDBG PROGRAM MANAGER
DATE: APRIL 21, 2015
SUBJECT: FISCAL YEAR 2015 CDBG APPLICATIONS

For those of you who are unfamiliar with the CDBG application process, it began last fall with the required hearings for public participation. From the start of the public participation process to the conclusion of a project is usually three years.

The deadline for submitting this year's applications to SEAGO is May 1. Throughout the year I have been in frequent contact with the CDBG contact person from all applicant communities to assist them with the planning, budgeting and preparation of their applications. After they are submitted to SEAGO, I will review and revise each application as needed, in preparation for submittal to the Arizona Department of Housing (ADOH).

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

Following is a list of the FY 2015 applications which will be submitted to SEAGO, for which I seek your recommendation for approval to submit to our Executive Board and ADOH:

Bisbee: \$214,600 for street and drainage improvements in the area known as Tin Town

Nogales \$334,948 for main water line improvements under McNab Street

Pima: \$209,804 for waste water system improvements

Willcox: \$214,600 for demolition of old and unsafe commercial buildings***, and/or street improvements

Duncan: \$100,000 for drinking water system booster station for the area known as Hunter Estates

Please be aware that ADOH has the final authority to award these projects. Communities must submit eligible, affordable and compliant project applications, and demonstrate the capacity to administer and complete them within the projected budget. Failure to do so may result in non-award, with the funds rolled into the State Special Projects (SSP) account. Please contact me if you have any questions.

BW

***** Note:** Willcox has not yet received approval from ADOH for the demolition project. Should that project be denied, they will do street improvements.

Attachment: None

Action Requested: Information Only Action Requested Below

A motion to recommend approval of these projects to the Executive Board and to forward these applications to ADOH by August 3rd.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER
DATE: APRIL 27, 2015
SUBJECT: ADOT DISADVANTAGED BUSINESS ENTERPRISE PROGRAM

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

A Disadvantaged Business Enterprise or DBE is defined as follows:

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

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

1. Agencies can develop their own DBE plan that complies with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. Any plan developed must be approved by ADOT and FTA.
2. Agencies can formally adopt ADOT's FTA DBE Program Plan.

The ADOT DBE Plan is FTA approved and is applicable to SEAGO when selecting and utilizing contract services. There does not appear to be any need for SEAGO to "reinvent the wheel". Therefore, it is recommended that we adopt ADOT's plan instead of developing our own. To manage the size of your meeting packet, we have posted ADOT's DBE Plan to the following location on our website:

<http://seago.org/?q=may-7-2015-administrative-council-meeting>

Action Requested: Information Only Action Requested Below

A motion to recommend that the Executive Board formally adopt ADOT's FTA DBE Program Plan.



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LAURA VILLA, AAA PROGRAM MANAGER
DATE: APRIL 22, 2015
SUBJECT: FY 2016 AAA CONTRACT RENEWAL RECOMMENDATIONS

Last year, the AAA solicited proposals for Congregate Meals, Home Delivered Meals, Housekeeping, Personal Care, Home Nursing, Community Nursing, In-Home Respite, Legal Assistance, Transportation, Case Management, Caregiver Outreach/Training, Caregiver Adaptive Aids, and Caregiver Home Repair. Contracts developed pursuant to the Request for Proposals were issued for Fiscal Year 2015, with an option to renew contracts for up to an additional 4 years as was expressed in the RFP.

The Executive Board must consider our contract renewal recommendations at their meeting on May 21st so that contracts can be in place and services begun by July 1st. Based on the initial funding available from ADES for the AAA services listed above, we have developed recommendations for contract renewal funding for Fiscal Year 2016.

Staff requests your support of the attached recommendations for Fiscal Year 2016 contract renewals. I will attempt to answer any questions you may have at the meeting.

Attachment: Fiscal Year 2016 Contract Renewal Recommendations

Action Requested: Information Only Action Requested Below

A motion to recommend approval of the proposed Fiscal Year AAA contract renewal recommendations to the Executive Board.

AAA FY 2016 Contract Award Recommendations

Case Management			
Provider	Service	Service Area	Contract Amount
Cochise Health and Social Services	Case Management	Cochise County - All	\$ 187,245
	Caregiver Case Management	Cochise County - All	\$ 48,132
Greenlee County Health Department	Case Management	Greenlee County - All	\$ 23,773
Santa Cruz County Public Fiduciary	Case Management	Santa Cruz County - All	\$ 45,000
Southeastern Arizona Community Unique Services	Case Management	Graham County - All	\$ 45,000

Home Care Cluster			
Provider	Service	Service Area	Contract Amount
Accent Care	Housekeeping	Cochise County - All	\$ 137,112
	Personal Care		\$ 60,990
	In-home Respite		\$ 26,099
Accent Care	Housekeeping	Graham County - All	\$ 10,000
	Personal Care		\$ 6,000
	In-home Respite		\$ 2,794
Accent Care	Housekeeping	Greenlee County - All	\$ 11,000
	Personal Care		\$ 5,000
	In-home Respite		\$ -
Accent Care	Housekeeping	Santa Cruz County - All	\$ 19,000
	Personal Care		\$ 10,500
	In-home Respite		\$ 1,000
Consumer Direct	Housekeeping	Santa Cruz County - All	\$ 19,000
	Personal Care		\$ 10,485
	In-home Respite		\$ 1,000
Greenlee County Health Department	Housekeeping	Greenlee County - All	\$ 30,000
	Personal Care		\$ 30,000
	In-home Respite		\$ 1,500
	Home Nursing		\$ 12,460
Lutheran Social Services	Housekeeping	Cochise County - All	\$ 46,571
	Personal Care		\$ 35,000
	In-home Respite		\$ 14,000

Home Care Cluster (continued)			
Provider	Service	Service Area	Contract Amount
Lutheran Social Services	Housekeeping	Santa Cruz County - All	\$ 19,000
	Personal Care		\$ 9,000
	In-home Respite		\$ 1,000
Southeastern Arizona Community Unique Services	Housekeeping	Graham County - All	\$ 79,883
	Personal Care		\$ 37,780
	In-home Respite		\$ 12,235
	Home Nursing		\$ -

Meals Programs			
Provider	Service	Service Area	Contract Amount
Catholic Community Services	Congregate Meals	Benson, Sierra Vista	\$ 30,001
	Home Delivered Meals	Rural Cochise County	\$ 138,877
City of Tombstone	Congregate Meals	Tombstone	\$ 29,084
Douglas ARC	Congregate Meals	Douglas	\$ 6,624
	Home Delivered Meals	Southeastern Cochise County	\$ 204,485
Mom's Meals	Home Delivered Meals	Cochise, Graham, Greenlee and Santa Cruz Counties	\$ 107,219
Santa Cruz Council on Aging	Congregate Meals	Nogales, Rio Rico	\$ 52,875
Southeastern Arizona Community Unique Services	Congregate Meals	Safford, Clifton and Duncan	\$ 33,930
	Home Delivered Meals	Graham and Greenlee Counties	\$ 150,686
Senior Citizens of Patagonia	Congregate Meals	Patagonia	\$ 36,722

Transportation			
Provider	Service	Service Area	Contract Amount
City of Benson	Transportation	Benson Area	\$ 18,650
City of Bisbee	Transportation	Bisbee Area	\$ 18,650

Transportation (continued)			
Provider	Service	Service Area	Contract Amount
City of Nogales	Transportation	Nogales Area	\$ 9,730
Southeastern Arizona Community Action Program	Transportation	Safford, Clifton, and Duncan areas	\$ 30,000

Other Services			
Provider	Service	Service Area	Contract Amount
Cochise Health and Social Services	Caregiver Training	Cochise County - All	\$ 5,139
	Caregiver Outreach		\$ 7,200
Southeastern Arizona Community Unique Services	Adaptive Aids	Graham County - All	\$ 6,516
	Caregiver Home Repair		\$ 5,000
Southern Arizona Legal Aid		Cochise, Graham, Greenlee and Santa Cruz Counties	\$ 13,117
Unobligated Funds	Adaptive Aids	Cochise, Greenlee and Santa Cruz Counties	\$ 6,214
	Caregiver Case Management		\$ 3,868
			\$ 1,912,146



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 22, 2015
SUBJECT: FUTURE MEETING DATES

Beginning in *May 2013*, 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
August 6, 2015	August 28, 2015* Greenlee County
November 5, 2015	November 20, 2015 Santa Cruz County
February 11, 2016*	February 26, 2015* Cochise County
May 5, 2015	May 19, 2016 Graham County

**The August 2015 meeting of the Executive Board will be moved to August 28th to avoid conflict with the League of Cities and Towns Annual Conference. The February 2016 meeting dates will be moved one week as shown to avoid a conflict with the ACMA Winter Conference.*

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

Combined Administrative and Executive Committee Meetings (telephonic)
June 4, 2015
October 1, 2015
December 3, 2015
March 31, 2016

Attachments: None.

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
FROM: RANDY HEISS, EXECUTIVE DIRECTOR
DATE: APRIL 28, 2015
SUBJECT: VACANCIES IN PRIVATE SECTOR REPRESENTATION

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

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

Attachments: None

Action Requested: Information Only Action Requested Below:



ADMINISTRATIVE COUNCIL PACKET

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

The SEAGO Statement of Revenues & Expenditures for the period March 2015 and FY15 to date is attached. I will attempt to answer any questions you may have regarding the finance report at the meeting.

Attachments: Statement of Revenues and Expenditures 3/31/2015

Action Requested: Information Only Action Requested Below

SEAGO

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

From 3/1/2015 Through 3/31/2015

(In Whole Numbers)

		Current Period Actual	YTD Actual	Total Budget	Percentage of Budget Used
Revenue					
General Fund	101	1,934	22,273	19,028	117.05%
Agency Response	301	(2,877)	50,668	36,040	140.58%
Community Development Block Grant	302	10,619	69,109	106,837	64.68%
Economic Development	303	9,016	64,955	117,357	55.34%
Housing	305	5,493	57,765	102,488	56.36%
Environmental Quality	306	175	2,253	7,250	31.07%
Elderly Transit	307	1,598	6,717	20,000	33.58%
Public Transit	308	934	9,799	20,000	48.99%
State Planning & Research	309	12,801	100,476	156,250	64.30%
Area Agency on Aging	310	35,376	259,307	376,885	68.80%
Regional Mobility Management	311	12,953	107,685	180,249	59.74%
Traffic Count	312	0	0	75,000	0.00%
RMM Training	314	7,134	14,283	73,150	19.52%
Total Revenue		<u>95,155</u>	<u>765,289</u>	<u>1,290,535</u>	<u>59.30%</u>
Expenses					
General Fund	101	1	22,273	19,028	117.05%
Agency Response	301	931	10,039	28,240	35.54%
Community Development Block Grant	302	10,331	85,426	106,837	79.95%
Economic Development	303	9,591	69,203	117,357	58.96%
Economic Development Revolving Loan Fund	304	0	2	0	0.00%
Housing	305	7,149	54,530	95,272	57.23%
Environmental Quality	306	175	2,253	7,250	31.07%
Elderly Transit	307	1,598	6,717	20,000	33.58%
Public Transit	308	934	9,799	20,000	48.99%
State Planning & Research	309	12,801	100,476	156,250	64.30%
Area Agency on Aging	310	35,581	258,192	371,635	69.47%
Regional Mobility Management	311	12,953	107,685	180,249	59.74%
Traffic Count	312	0	0	75,000	0.00%
RMM Training	314	7,134	14,283	73,150	19.52%
Total Expenses		<u>99,178</u>	<u>740,879</u>	<u>1,270,269</u>	<u>58.32%</u>
Balance		<u>(4,023)</u>	<u>24,410</u>	<u>20,266</u>	<u>120.44%</u>



ADMINISTRATIVE COUNCIL PACKET

MEMO TO: ADMINISTRATIVE COUNCIL
THROUGH: RANDY HEISS, EXECUTIVE DIRECTOR
FROM: LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER (EDP)
DATE: APRIL 23, 2015
SUBJECT: SEAGO ECONOMIC DEVELOPMENT DISTRICT (EDD) REPORT

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

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

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

Recently, SEAGO co-sponsored and assisted in promotion of two economic development related workshops. First, was a well attended workshop to acquaint Graham County farmers, ranchers, and small business owners with two USDA grant opportunities. The workshop was co-sponsored by the Eastern Arizona College Small Business Development Center and was held at the College. Second,

was a workshop co-sponsored by SEAGO, and primarily sponsored by the Southeast Arizona Economic Development Group (SAEDG) in Benson. It consisted of a presentation by R. Glenn Williamson, Director of the Canada Arizona Business Council and Canadian Honorary Consul to Arizona. Mr. Williamson acquainted the audience with the significant impact that Canadian tourists have in our region. He presented information on the magnitude of Canadian winter visitors to Arizona, and how there are a significant number of Canadians who are relocating or expanding their business interests into Arizona. He also presented interesting information about the large number of Canadians who are now buying homes in Arizona as their winter, or full time residences. SEAGO will be involved as a co-sponsor of two subsequent workshops with Mr. Williamson to specifically address how to increase Canadian tourism in our region, and how to effectively market real estate opportunities to those Canadians that visit.

Attachments: None

Action Requested:

Information Only

Action Requested Below



ADMINISTRATIVE COUNCIL PACKET

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

Current Housing Statistics through FY15 third quarter:

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

I received phone calls from an additional 76 families seeking housing information in addition to the clients I am already working with during the third quarter.

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

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

Board Action Requested: Information Only Action Requested Below