



# ADMINISTRATIVE COUNCIL PACKET

---

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** JULY 27, 2016  
**SUBJECT:** ADMINISTRATIVE COUNCIL MEETING

---

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

**Thursday, August 4, 2016 at 9:00 a.m.**  
**Cochise College Benson Center**  
**1025 Highway 90**  
**Benson, Arizona**

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

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

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



# ADMINISTRATIVE COUNCIL AGENDA

9:00 A.M., THURSDAY, AUGUST 4, 2016  
COCHISE COLLEGE BENSON CENTER  
1025 HIGHWAY 90  
BENSON, ARIZONA

<b>I. CALL TO ORDER/PLEDGE OF ALLEGIANCE / INTRODUCTIONS</b>	Chair Soltis	
<b>II. MEMBER ENTITIES' DISCUSSION (Common Critical Issues)</b>	Chair Soltis	
<b>III. CALL TO THE PUBLIC</b>	Chair Soltis	
<b>IV. ACTION ITEMS</b>		<u>Page No.</u>
1. Consent Agenda		
a. Approval of the May 4, 2016 Minutes	Chair Soltis	1
2. Consideration of Nominee for Graham County Private Sector Representative	Randy Heiss	10
3. Consideration of the SEAGO Comprehensive Economic Development Strategy 2016 – 2020	Larry Catten	13
4. Consideration of Resolution No. 2016-04	Chris Vertrees	16
5. Consideration of the 2016 – 2020 TIP Amendment #7	Chris Vertrees	18
<b>V. INFORMATION ITEMS</b>		
A. Future Meeting Dates	Randy Heiss	24
B. Strategic Plan Implementation Progress Report – 2017 Strategic Planning Retreat Date	Randy Heiss	25
C. Executive Board Report Items	Randy Heiss	27
D. Executive Director Contract	Randy Heiss	29
E. Quarterly Finance Report	Cindy Osborn	33
F. SEAGO Economic Development District Report	Larry Catten	35
G. Transit Report	Chris Vertrees	41
H. Strategic Regional Highway Safety Plan Update	Chris Vertrees	43
I. AAA Updates	Laura Villa	45
<b>VI. RTAC REPORT</b>	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 may contact John Merideth at (520) 432-5301 extension 207 at least 72 hours before the meeting time to request such accommodations.

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

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

**MINUTES OF THE  
ADMINISTRATIVE COUNCIL  
COCHISE COLLEGE BENSON CENTER  
1025 STATE ROUTE 90  
BENSON, ARIZONA  
MAY 4, 2016**

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

**MEMBERS PRESENT:** Gale, Kay – Greenlee County  
McCormick, Jeff – Town of Pima (*by phone*)  
McGaughey, Ian – City of Clifton  
Mitchell, Tammy – Town of Huachuca City  
McLachlan, Matt – City of Sierra Vista  
Rivera, Carlos – City of Nogales  
Stephens, William – City of Benson  
Teel, Dave – Town of Patagonia  
Valdez, Jesus – Santa Cruz County  
Vlahovich, Jim – Cochise County (*by phone*)

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

**GUESTS:** None

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

**II. MEMBER ENTITIES' DISCUSSION** Chair Soltis

Ms. Tammy Mitchell announced that Huachuca City had passed a Mayor/Manager form of government ordinance. Ms. Kay Gale announced the closure of the Duncan branch of National Bank.

### III. CALL TO THE PUBLIC

Chair Soltis

No one from the public was present.

### IV. ACTION ITEMS

1. Consent Agenda
  - a. Approval of the February 11, 2016 Minutes
  - b. Nomination to the Advisory Council on Aging

Mr. Ian McGaughey made a motion to approve Consent Agenda Items 1a.

**MOTION:** Ian McGaughey  
**SECOND:** Bill Stephens  
**ACTION:** **APPROVED UNANIMOUSLY**

Ms. Mitchell made a motion to approve Consent Agenda item 1b.

**MOTION:** Tammy Mitchell  
**SECOND:** Carlos Rivera  
**ACTION:** **APPROVED UNANIMOUSLY**

2. Election of Officers

Mr. Randy Heiss discussed the election of officers and Chair Soltis opened discussion to nominations.

Ms. Mitchell made a motion to nominate Mr. Horatio Skeete for the position of Secretary.

**MOTION:** Tammy Mitchell  
**SECOND:** Ian McGaughey  
**ACTION:** **APPROVED UNANIMOUSLY**

Ms. Gale made a motion to nominate Ms. Tammy Mitchell for the position of Vice-Chair.

**MOTION:** Kay Gale  
**SECOND:** Carlos Rivera  
**ACTION:** **APPROVED UNANIMOUSLY**

Ms. Mitchell made a motion to nominate Mr. Ted Soltis for the position of Chair.

**MOTION:** Tammy Mitchell  
**SECOND:** Bill Stephens  
**ACTION:** **APPROVED UNANIMOUSLY**

3. Fiscal Year 2016-2017 Budget Action Items  
a. Discussion and Possible Action Regarding the Revised  
Regional Grant Services Project /Annual Assessments

Mr. Heiss discussed the Regional Grant Services Project, stating that the Executive Board wanted more time to consult with their respective Administrative Council members before making any decisions on the issue. He also proposed several new options for how to fund the project.

Option 1 – the proposed \$20,000 assessment is split evenly between the 19 member entities with no population formula. This is offered in consideration that each member entity will theoretically have the same potential to benefit from participating in the program and should bear an equal share of the cost.

Alternate A: Assuming all member entities participate the cost would be \$1,053 each.

Alternate B: Assuming that Sierra Vista does not participate the cost for each remaining member entity would increase to \$1,111 each with no impact on fund balance.

Alternate C: If additional entities choose to opt out of participating in the program, the cost to the remaining participating jurisdictions would increase accordingly. This Alternate would provide the flexibility for any member entity to opt out of the program with fund balance picking up the cost of the non-participating members. The cost for the participating members would remain fixed at \$1,053 in the first year of the contract.

Option 2 – This Option assesses the \$20,000 cost on a modified population based formula, but also allows the flexibility for any member entity to opt out of the program with fund balance picking up the cost of the non-participating members. No Alternatives to this Option are offered.

Option 3 – No assessment for the program is proposed. Two Alternatives for this Option are offered.

Alternate A: No direct services to member entities would be available, and SEAGO would contract with CDP to search for funding opportunities to expand or enhance regional services and fulfill the goals of our Strategic Plan, including Goal 1, Tactic C – Prepare and Submit a Regional Technical Services Center Grant Application in order to establish a technical services center that could be utilized by member entities in developing projects in their communities. SEAGO would work with CDP to identify several priorities that would become the focal points of grant opportunities. The cost would be no more than \$10,000 in the first year and would be paid from fund balance.

Alternate B: The project would go forward as proposed at the February meeting with the entire cost of \$45,000 for the first contract year coming from the fund balance. If the program meets

performance measures, there would be an expectation that a member entity assessment would cover most, if not all of the program costs in the second contract year.

Ms. Gale asked whether there were indications from the other members whether they would participate or not. Mr. Heiss reported he had met with Cochise County and they were comfortable participating for the first year under Option 3, Alternate A. Ms. Gale asked whether an entity would be able to opt out in a future year if they decided to participate in the first year and Mr. Heiss responded they would.

Mr. McLachlan asked why the scope of services mentioned in paragraph 2 of the contract was not included and recommended it be included. Mr. Heiss mentioned that the scope is incorporated into the contract in Exhibit A, Item No. 5. He also stated that the scope of the original contract will be narrowed in light of recent discussions.

Ms. Gale asked whether the contract language that states there would be a minimum of five projects each year was still valid and Mr. Heiss commented that that language would be taken out.

Chair Soltis stated he felt there was not enough input from the member entities and that at a minimum Option 3, Alternate A was a good option. He felt that there should be some safeguards to protect member entities from increased cost if other members choose not to participate.

Mr. Stephens commented that it would benefit the City of Benson but prefers full participation from all member entities under Option 1.

Mr. McGaughey commented that Option 1, Alternate A would be the preference of Town of Clifton.

Ms. Mitchell also commented that Option 1, Alternate A would be the preference of the Town of Huachuca City.

Mr. Teel commented that Option 3, Alternate B would be the preference of the Town of Patagonia.

Ms. Gale commented that Option 1, Alternate C would be the preference of Greenlee County.

Mr. Rivera commented that Option 1, Alternate C would be the preference of the City of Nogales.

Mr. Valdez asked whether every member would be able to participate and what the cost is to prepare the grant application? Mr. Heiss responded yes except for Option 3, Alternate A and it would cost the entity approximately \$2,000 – \$5,000 to depending on the complexity of the application. Mr. Valdez commented he thought it was great and would benefit Santa Cruz County.

Mr. McLachlan asked whether the consultant would be reimbursed through the grant or paid entirely through the contract. Mr. Heiss responded that it would be unlikely grant funds could be used to pay the consultant as this is generally not allowed. Mr. McLachlan asked what the contract would cover if Sierra Vista were to participate and Mr. Heiss responded that it would cover identification of top two priorities and the consultant would look for funding opportunities that match the priorities identified by the City. Once an opportunity is identified, the consultant would work directly with the City to pursue an application, at a separate cost.

Ms. Gale asked for a simple one page outline of the services offered which she could take to her Board and Mr. Heiss responded that he would put something together.

A motion was made by Bill Stephens to recommend the options outlined by staff to the Executive Board.

**MOTION:** Bill Stephens  
**SECOND:** Ian McGaughey  
**ACTION:** **APPROVED UNANIMOUSLY**

Ms. Gale asked what the timeframe was for determining whether the member entities would participate or not. Mr. Heiss responded that it would probably be about one month following the Executive Board meeting.

#### Annual Assessments

Mr. Heiss discussed the annual member assessments, stating that with the exception of using the Office of Employment and Population Statistics (OEPS) estimate as the population base for each community, the column for SEAGO Member Dues remains unchanged from the Option adopted for Fiscal Year 2016.

#### b. Resolution 2016-02 EDA Grant Authorization

Mr. Larry Catten presented for consideration Resolution No. 2016-02, EDA Grant Authorization which is for the Economic Development Administration (EDA) planning partnership assistance grant for the funds in the amount of \$75,000 to continue the stability and ability of SEAGO to administer the Economic Development District (EDD) program.

Mr. Bill Stephens made a motion to recommend to the Executive Board approval of Resolution 2016-02 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.

**MOTION:** Bill Stephens  
**SECOND:** Matt Mclaughlan  
**ACTION:** **APPROVED UNANIMOUSLY**

#### c. Fiscal Year 2016-2017 Budget



Ms. Cindy Osborn presented the FY17 Budget and assumptions.

Mr. Dave Teel made a motion to provide a 3% cost of living adjustment for staff which would come from fund balance.

**MOTION:** Dave Teel  
**SECOND:** Chair Soltis

Mr. McGaughey asked whether the savings from Housing would cover the proposed salary increases and Ms. Osborn responded that it would not. Mr. Carlos Rivera asked when the last time employees were given raises and Mr. Heiss responded that a 2.5% salary adjustment was provided last year.

**ACTION: 1 AYE, 10 NAY**

A motion was made by Chair Soltis to recommend approval of the FY17 Budget to the Executive Board as presented and with modifications outlined by Ms. Osborn.

Ms. Gale asked what the plan was for the Housing Program and Mr. Heiss responded that it would be impossible to hire a qualified replacement person and to maintain SEAGO's HUD certification with the funds available.

**MOTION:** Chair Soltis  
**SECOND:** Ian McGaughey  
**ACTION: APPROVED UNANIMOUSLY**

#### 4. Fiscal Year 2016 CDBG Regional Account Applications

Ms. Bonnie Williams outlined the FY16 CDBG applications and that based on the Letters of Intent submitted April 1, the following is the list of applicants for FY16:

Cochise County (\$231,778) Huachuca City (\$231,778), Thatcher (\$195,450), Patagonia (\$314,946) and Duncan (\$100,000). She stated that all applications are due to SEAGO by July 1 and to the ADOH CDBG Program by August 1.

Mr. Jim Vlahovich stated that Cochise County had allocated \$30,000 for the Rural Accent Bowie Community Center and Food Pantry but had run into some issues so those funds would be instead used for the AZ Children's Haven project. The total for Cochise County remains at \$231,778.

Chair Soltis asked how the CDBG funds are allocated and Ms. Williams explained funds from the state are based on population statistics and those funds are then divided up between each county also based on population, poverty, and other demographic information. The members within each county decide through the Method of Distribution (MOD).how to split up the funds.

**MOTION:** Dave Teel  
**SECOND:** Kay Gale  
**ACTION:** **APPROVED UNANIMOUSLY**

5. Consideration of Fiscal Year 2017 AAA Contract  
Renewal Recommendations

Ms. Laura Villa presented the FY17 AAA Subaward Renewal Recommendations stating that the initial funding levels may be increased or decreased based on subaward negotiations, alerts from ADES, or to reallocate units to areas of greater need in order to better manage the carryover of funds.

Ms. Gale asked about the meals program in Greenlee County and Ms. Villa responded there was a small meals program in Greenlee and that most in the area preferred the SEACUS meals.

Chair Soltis asked about the \$10,000 Willcox unobligated transportation funds. Ms. Villa responded that those funds are being held in anticipation of restarting the Willcox transportation services in the future.

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

6. Discussion and consideration of Resolution No. 2016-03  
Relating to the Douglas Land Port of Entry Project

Mr. Larry Catten presented Resolution No. 2016-03 supporting the City of Douglas' efforts 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.

Mr. Rivera commented on the struggles Nogales has had trying to fully staff the Nogales POE and that the Nogales Mayor and Council may have a problem with approving the proposed resolution for Douglas.

Ms. Tammy Mitchell made a motion to recommend approval of Resolution No. 2016-03 to the Executive Board.

**MOTION:** Tammy Mitchell  
**SECOND:** Bill Stephens  
**ACTION:** **Nine Aye, Two Nay**

Ms. Gale commented that perhaps SEAGO should consider proposing another resolution in support of the City of Nogales' efforts as well.

## **V. INFORMATION ITEMS**

### **A. Future Meeting Dates**

Mr. Heiss presented the future meeting dates and responded to questions.

### **B. Strategic Plan Implementation Progress Report**

Mr. Heiss provided a brief report on the implementation of the goals set forth in the FY16-20 Strategic Plan.

### **C. Graham County Private Sector Representative Vacancy**

Mr. Heiss discussed the Graham County Private Sector Representative position remained vacant.

### **D. Quarterly Finance Report**

Ms. Osborn provided the quarterly Finance report and responded to questions.

### **E. SEAGO Economic Development District Report**

Mr. Catten provided the EDD report and provided an update on the CEDS progress as well as recent training opportunities offered through SEAGO. Mr. Catten asked the Council to please review the draft CEDS and give him any suggestions they may have.

Chair Soltis asked whether the economic development professionals periodically met to work on economic development issues. Mr. Catten responded that Cochise County does have that in place and that the goal is to do something similar for the other three counties.

### **F. Transit Report**

Mr. Chris Vertrees provided updates for the Transit and Mobility Management programs and responded to questions.

### **G. Strategic Regional Highway Safety Plan Update**

Mr. Vertrees provided an update on the progress of the SEAGO/SVMPO Joint Regional Strategic Highway Safety Plan project.

### **H. AAA Updates**

Ms. Laura Villa provided updates on AAA program and responded to questions.

### **I. Housing Program Statistics**

Mr. Heiss provided the Housing program statistics and responded to questions.

## **VI. RTAC REPORT**

In the absence of Mr. Adam, Mr. Heiss reported on the \$96 million one-time funding and that \$30 million of it would go towards the widening of I-10 and \$25 million would go to State Route 189 in Nogales..

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

Mr. Heiss reported that SEAGO and possibly SVMPO will be hosting the 19<sup>th</sup> Annual Rural Transportation Summit in October 2017.

## **VIII. FUTURE AGENDA ITEMS**

Staff will look at a resolution in support of the City of Nogales Port of Entry staffing.

## **IX. ADJOURNMENT**

Mr. Stephens made a motion to adjourn the meeting at 11:02 AM.

**MOTION:** Bill Stephens  
**SECOND:** Kay Gale  
**ACTION:** **UNANIMOUS**



# ADMINISTRATIVE COUNCIL PACKET

---

**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** JULY 26, 2016

**SUBJECT:** GRAHAM COUNTY EXECUTIVE BOARD PRIVATE SECTOR REPRESENTATIVE

---

As you are aware, our Executive Board must include private sector representation as a requirement of the Economic Development Administration. Per SEAGO's Bylaws, Private Sector Representatives are appointed from the nominations submitted by the Member Entity Representatives from each county area, and must represent a low income or minority group, or representative organization, or represent the principal economic interests in the region, such as, but not limited to business, industry, finance, utilities, education, the professions, agriculture, or labor.

The Graham County private sector representative position on the Executive Board has been vacant since the Graham County Chamber of Commerce lost its Executive Director in April of 2015. I am pleased to announce that the Chamber has recently selected a new Director, Mr. Patrick O'Donnell. He is interested in serving on the Executive Board, and has been nominated by Graham County Supervisor Danny Smith and Thatcher Mayor, Bob Rivera.

For your consideration in making a recommendation to the Executive Board, I have attached the two e-mails nominating Mr. O'Donnell.

**Attachments:** July 7, 2016 e-mail from Supervisor Danny Smith; July 9, 2016 e-mail from Mayor Bob Rivera.

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

**A motion to recommend the appointment of Mr. Patrick O'Donnell as the Graham County Private Sector Representative on the Executive Board**

## Randy Heiss

---

**From:** Danny Smith <DSmith@graham.az.gov>  
**Sent:** Thursday, July 07, 2016 8:52 AM  
**To:** Randy Heiss  
**Subject:** Fwd: SEAGO Ex Board Nomination

Sounds good to me.  
Danny Smith

Sent from my iPhone

Begin forwarded message:

**From:** <director@graham-chamber.com>  
**Date:** July 1, 2016 at 4:58:41 PM MST  
**Subject:** SEAGO Ex Board Nomination

Hello - I trust your day is going well. I am writing to ask for you to consider me as a nominee to the SEAGO Executive Board. Randy Heiss has provided me with this potential opportunity, but you would need to email ([rheiss@seago.org](mailto:rheiss@seago.org)) him the idea of my nomination. I would serve as a private sector representative through my position as Executive Director of the Graham County Chamber of Commerce.

As Executive Director of the Graham County Chamber of Commerce, I represent the various Chamber members and their interests, as well as the economic interests of our region of the state. These members come from all fields, such as business, education, industry, finance, and agriculture; predominantly private sector entities.

The mission of the Graham County Chamber of Commerce is: To promote the prosperity of the Graham County business environment and enhance the quality of life for the entire community. To accomplish this I: 1) Capitalize on opportunities to support local economic development and retain and grow Chamber membership, 2) Identify opportunities to partner with and highlight local businesses, 3) Promote local area attractions and sponsor or participate in events which benefit the community and showcase our local businesses, and 4) Advocate for the interests of rural businesses by actively fostering relationships with local state and federal governments.

Thank you for your consideration of me as a nominee for the private sector representative to the SEAGO Executive Board. If you have questions, need anything clarified, or just want to chat, please call me or come by the Chamber office.

Patrick O'Donnell  
Executive Director  
Graham County Chamber of Commerce  
O: 928-428-2511  
C: 928-322-7954

## Randy Heiss

---

**From:** Bob Rivera <brivera@thatcher.az.gov>  
**Sent:** Saturday, July 09, 2016 6:44 AM  
**To:** Randy Heiss  
**Subject:** Fwd: SEAGO Ex Board Nomination

Greetings Randy, it is my pleasure to nominate Pat O'Donnell to the SEAGO Executive Board. Thanks,  
Bob Rivera

Sent from my iPhone

Begin forwarded message:

**From:** <director@graham-chamber.com>  
**Date:** July 1, 2016 at 4:58:41 PM MST  
**Subject:** SEAGO Ex Board Nomination

Hello - I trust your day is going well. I am writing to ask for you to consider me as a nominee to the SEAGO Executive Board. Randy Heiss has provided me with this potential opportunity, but you would need to email ([rheiss@seago.org](mailto:rheiss@seago.org)) him the idea of my nomination. I would serve as a private sector representative through my position as Executive Director of the Graham County Chamber of Commerce.

As Executive Director of the Graham County Chamber of Commerce, I represent the various Chamber members and their interests, as well as the economic interests of our region of the state. These members come from all fields, such as business, education, industry, finance, and agriculture; predominantly private sector entities.

The mission of the Graham County Chamber of Commerce is: To promote the prosperity of the Graham County business environment and enhance the quality of life for the entire community. To accomplish this I: 1) Capitalize on opportunities to support local economic development and retain and grow Chamber membership, 2) Identify opportunities to partner with and highlight local businesses, 3) Promote local area attractions and sponsor or participate in events which benefit the community and showcase our local businesses, and 4) Advocate for the interests of rural businesses by actively fostering relationships with local state and federal governments.

Thank you for your consideration of me as a nominee for the private sector representative to the SEAGO Executive Board. If you have questions, need anything clarified, or just want to chat, please call me or come by the Chamber office.

Patrick O'Donnell  
Executive Director  
Graham County Chamber of Commerce  
O: 928-428-2511  
C: 928-322-7954



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** LARRY CATTEN, ECONOMIC DEVELOPMENT PLANNER  
**DATE:** JULY 27, 2016  
**SUBJECT:** CONSIDERATION OF THE 2016 – 2020 CEDS

The SEAGO Comprehensive Economic Development Strategy (CEDS) for 2016 – 2020 was submitted to the U.S. Department of Commerce, Economic Development Administration (EDA) on June 30, 2016. We received the attached response from Jacob Macias, EDA Economic Development Representative, indicating that the CEDS had been reviewed and accepted by the EDA on July 5, 2016. We were pleased that the EDA acceptance letter also included a compliment regarding the quality of the CEDS as a “valuable economic development tool”.

The CEDS is the result of the valuable participation and input of the CEDS Committee beginning in September 2015 through June 30, 2016. The following is a brief synopsis of the CEDS development process:

Date	Activity
September 30, 2015	CEDS Committee was established and all CEDS Committee members accepted the appointment.
November 3, 2015	Santa Cruz County members of the CEDS Committee met for a complete community economic development “Strengths, Weaknesses, Opportunities, and Threats” (SWOT) analysis.
November 24, 2015	Cochise County members of the CEDS Committee met for a complete community economic development “Strengths, Weaknesses, Opportunities, and Threats” (SWOT) analysis.
December 3, 2015	Graham and Greenlee County members of the CEDS Committee met for a complete community economic development “Strengths, Weaknesses, Opportunities, and Threats” (SWOT) analysis.
February 9, 2016	The entire CEDS Committee met to analyze the results of the subregional SWOT sessions, and developed recommendations to strategic goals, objectives and tasks to be included in the 2016 – 2020 CEDS.
February 29, 2016	The socioeconomic and demographic information for the CEDS was received from Dr. Robert Carreira of US Economic Research, Inc.
March 4, 2016	The first draft of the “Strategic Goals” was completed and sent to all members of the CEDS Committee for their review and comment.



March 23, 2016	CEDS Committee comments on the first draft were received and incorporated into the second draft of the document
March 24, 2016	SEAGO staff and Dr. Carreira developed the text to accompany the socioeconomic and demographic information to be included in the CEDS.
April 5, 2016	The second draft of the “Strategic Goals” was completed and sent to all members of the CEDS Committee for their review and comment.
April 15, 2016	CEDS Committee comments on the second draft were received and incorporated into the second draft of the document.
May 4, 2016	The second draft of the “Strategic Goals” was provided to all members of the SEAGO Administrative Council, with a request for review and comment on the document. No comments were received.
May 20, 2016	The second draft of the “Strategic Goals” was provided to all members of the SEAGO Executive Board, with a request for review and comment on the document. No comments were received.
June 28, 2016	The final, and complete, CEDS document was completed and sent to all members of the CEDS Committee for their review and comment.

The 2016 – 2020 CEDS can be accessed at the following link:

<http://www.seago.org/sites/default/files/CEDS%20%202016%20-%202020%20%28Final%29.pdf>

The purpose of this Memorandum is to request Administrative Council review and recommendation to the Executive Board for approval of the SEAGO CEDS 2016 – 2020.

The EDA-required June 30, submission date for the CEDS did not allow time to request approval by the Administrative Council and Executive Board prior to its submission to the EDA, and Executive Board approval is not an EDA requirement for its acceptance of the document. However, it is deemed important by SEAGO staff that the 2016 – 2020 CEDS be officially approved and accepted by the Administrative Council and Executive Board as the official, five (5) year, economic development strategic planning document for SEAGO, as this may be key in accessing funding sources that would be otherwise unavailable to the region.

It is important to also note that SEAGO will work with the CEDS Committee to annually update the CEDS to remain consistent with the economic needs of the SEAGO Region and each of the member jurisdictions. The annually updated CEDS will be submitted to the EDA each year.

Attachment: EDA’s July 5, 2016 CEDS acceptance letter.

Action Requested:  Information Only  Action Requested Below:

**A motion to recommend approval the SEAGO 2016 – 2020 CEDS to the Executive Board.**

RECEIVED  
JUL 11 2016  
SEAGO



**U. S. DEPARTMENT OF COMMERCE**  
Economic Development Administration  
915 Second Avenue, Room 1890  
Seattle, WA 98174  
Fax: 206.220.7669  
Voice: 206.220.7660

JUL 5 2016

Mr. Randy Heiss  
Executive Director  
SouthEastern Arizona  
Governments Organization  
1403 West Highway 92  
Bisbee, AZ 85603

Dear Mr. Heiss:

The Economic Development Administration has received your submittal of the 2016-2020 Comprehensive Economic Development Strategy (CEDS) for your organization. The CEDS has been reviewed by our office was found to satisfy our requirements.

The new CEDS document is a substantial improvement over the previous five-year CEDS and was very comprehensive. The CEDS should serve as a valuable economic planning tool for communities in your region.

If you have any further questions, please contact me at 206-220-7666.

Sincerely,

A handwritten signature in black ink, appearing to read "Jacob Macias".

Jacob Macias  
Economic Development Representative



# ADMINISTRATIVE COUNCIL PACKET

---

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** JULY 27, 2016  
**SUBJECT:** RESOLUTION NO. 2016-04

---

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

While ADOT will accept the minutes of a meeting as evidence of governing board approval, the minutes do not become official until approved at a subsequent meeting. Because meetings of the SEAGO Executive Board occur quarterly, approval of the August 19<sup>th</sup> meeting minutes will not be considered until November – well after the deadline for ADOT to submit our Title VI plan to FTA. Therefore, I have prepared a Resolution for your consideration which, if adopted, will provide immediate evidence of the Executive Board's approval of SEAGO's Title VI Implementation and Public Participation Plan dated August 1, 2016.

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

<http://seago.org/?q=august-4-2016-administrative-council-meeting>

Attachments: Resolution No. 2016-04

Action Requested:  Information Only  Action Requested Below

**A motion to recommend approval of Resolution No. 2016-04 to the Executive Board.**



# SouthEastern Arizona Governments Organization

*Serving our member governments and their constituents since 1972*

## RESOLUTION NO. 2016-04

### A RESOLUTION OF THE SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION APPROVING THE ORGANIZATION'S TITLE VI IMPLEMENTATION AND PUBLIC PARTICIPATION PLAN DATED AUGUST 1, 2016

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

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

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

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** that the SEAGO Executive Board hereby approves the Title VI Implementation and Public Participation Plan dated August 1, 2016.

Passed and adopted by the SEAGO Executive Board on this 19<sup>th</sup> day of August 2016.

\_\_\_\_\_  
Randy Heiss, Executive Director  
SouthEastern Arizona  
Governments Organization

\_\_\_\_\_  
Gerald Lindsey, 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](http://www.seago.org)



# ADMINISTRATIVE COUNCIL PACKET

---

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** JULY 27, 2016  
**SUBJECT:** SEAGO 2016-2020 TIP AMENDMENT #7

---

The following is a Provisional TIP Amendment to our 2016-2020 TIP that was approved by the TAC at our July 21<sup>st</sup> meeting:

**Greenlee County - GEH-BR--08 (Campbell Blue Bridge Replacement):** This project was originally programmed in FY16 for \$200,000 for design. However, only 40,000 is required this year. **If approved, this project will be programmed in FY16 in the amount of \$40,000 Federal. Local match will be \$2,418.** The remaining \$160,000 will be programmed in FY17.

**Graham County – GGH12-03 (Reay Lane/Safford Bryce Road Intersection).** This project is currently programmed for FY19. However, it is ready to proceed. ADOT has requested that the project be moved to FY17. The project is currently programmed for \$424,350 in HRRRP funding. An additional \$70,000 in local HSIP is needed to complete the project. **If approved the project will be moved to FY17 and an additional \$70,000 will be added to the project in the following manner: Federal: \$66,010 Local: \$3,990.**

**SEAGO - SEA15-02 (Regional Strategic Highway Safety Plan).** SEAGO is requesting the TAC to approve an additional \$50,000 in local HSIP to add additional public meetings and to include data collection site visits to jurisdictions that appear to not be consistently reporting their crash data.

**Attachments:** 2016-2020 TIP Amendment #7

Action Requested:  Information Only  Action Requested Below

**A motion to recommend to the Executive Board the approval of SEAGO 2016-2020 TIP Amendment #7.**

**SEAGO REGION**  
**2016 - 2020 Draft TIP Amendment #7**  
**Approved By: TAC - 7/21/16 Administrative Committee - Executive Committee -**

TIP YEAR Project ID	PROJECT SPONSOR	PROJECT NAME	PROJECT LOCATION	LENGTH	TYPE OF IMP - WK - STRU	Functional Classifications	LANES BEFORE	LANES AFTER	FED AID TYPE	FEDERAL FUNDS	LOCAL MATCH	OTHER FUNDS	TOTAL COST
<b>2016</b>													
ST-TE-16	State	US 70 MP 291 SUP and East Entry Monument (San Carlos Apache Tribe)	US 70 MP 291		Construction/SUP, landscaping, lighting entry monument				TE17	\$956,055	\$57,789		\$1,013,844
GGH-TE-13	Graham County	Golf Course Road SUP	Golf Course Rd from Reay Ln to 20th Ave	7,150 ft	Construction TE Shared Use Path				TE 18	\$454,752	\$27,488		\$482,240
ST-TE-20	State	SR 191, Sidewalk Project	SR 191, Sidewalk project		Construction: Sidewalks				TE18	\$312,543			\$312,543
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	\$20,746	\$1,254		\$22,000
SCC15-02	Santa Cruz County	Santa Cruz County: Nogales Non-Attainment Area Surfacing	Multiple unpaved roads in the unincorporated Rio Rico area of Santa Cruz County.	9.7 miles	Construction (Chipsealing)		2	2	CMAQ	\$457,355	\$27,645		\$485,000
SCC15-02	Santa Cruz County	Santa Cruz County: Nogales Non-Attainment Area Surfacing	Multiple unpaved roads in the unincorporated Rio Rico area of Santa Cruz County.	9.7 miles	Construction (Chipsealing)		2	2	CMAQ 2.5	\$150,000	\$9,067		\$159,067
CCH-19-01	Cochise County	Davis Rd. Improvements	Davis Road MP 9	1 mile	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	STP	\$1,830,468	\$110,643		\$1,941,111
CCH12-09	Cochise County	Davis Rd. Realignment	SR80 to SR191	24miles	Construction of Safety & Drainage Improvements	Rural Major Collector	2	2	HPP	\$1,993,821	\$120,517		\$2,114,338
CCH14-04	Cochise County	Davis Road Improvements	SR191 to Central Highway	1.6 miles	PE (Design Review)	Rural Major Collector	2	2	STP	\$56,373	\$3,627		\$60,000
DGS12-05	City of Douglas	Chino Road Extension Phase 1	Chino Road: 3rd Street to 9th Street	.9 miles	Construction	Urban Minor Arterial	2	2	STP	\$46,978	\$3,022		\$50,000
ADOT16-01	ADOT	Bankard Avenue and UPRR railroad crossing 742-038V	Bankard Avenue, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$305,000			\$305,000
ADOT16-02	ADOT	Baffert Place and UPRR railroad crossing 742-036G	Baffert Place, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$313,000			\$313,000
ADOT16-03	ADOT	Banks Bridge-UPRR RR crossing 742-040W	Banks Bridge east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$484,500			\$484,500
ADOT16-04	ADOT	Calle Sonora-UPRR RR crossing 742-037N	Calle Sonora, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$484,500			\$484,500
ADOT16-05	ADOT	Court Street and UPRR railroad crossing 742-041D	Court Street, east of 19B in Nogales, Santa Cruz County, AZ	0.1	Railroad Signal Improvements		2	2	HSIP-RGC	\$143,000			\$143,000
ADOT 15-01	ADOT	Mt. Turnbull Rd and AZER railroad crossing safety improvements DOT#742-307K	Mt. Turnbull Road (AKA Home Alone Rd), south of US70 @ MP 295.8 in Bylas, Graham County, AZ	0.1	Railroad-Highway Grade Crossing improvements		2	2	HSIP-RGC	\$360,000			\$360,000
GEH-BR-08	Greenlee County	Campbell Blue Bridge Replacement	Blue River Road (FR 281), 8.8 South of E Jct US 180	61 feet	Design	Rural Local	2	2	STP	\$40,000	\$2,418		\$42,418
CLF16-01	Town of Clifton	Zorilla Street Bridge Rehabilitation, Structure #9633	Zorilla Street between US 191 and Park, Avenue, Clifton, AZ	216 Feet	Design	Rural Local	2	2	Off-System Bridge	\$235,750	\$14,250		\$250,000
NOG 14-01	City of Nogales	Citywide Traffic Sign Replacement	City Wide	N/A	Construction				HSIP	\$119,517			\$119,517
NOG12-06	City of Nogales	Crawford Street Pavement Project	Sonoita Ave to McNab Drive	0.37	Construction	Urban Collector	2	5	STP	\$485,000	\$29,316		\$514,316
		LTAP							STP	\$10,000			\$10,000
		<b>TOTAL FOR 2016</b>								<b>\$9,259,358</b>	<b>\$407,037</b>	<b>\$0</b>	<b>\$9,666,395</b>
<b>2017</b>													
DGS13-05	City of Douglas	Joe Carlson Safe Routes to School	Douglas		Construction Sidewalks, Crosswalks, Striping & ADA Ramps				SRTS	\$250,000			\$250,000
DGS17-01	City of Douglas	Chino Road Extension Phase 2	Chino Road: 9th Street to SR90	.85 miles	Construction	Urban Minor Arterial	2	2	STP	\$2,357,500	\$142,500		\$2,500,000
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	\$160,000	\$9,671		\$169,671
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
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
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

**SEAGO REGION**  
**2016 - 2020 Draft TIP Amendment #7**  
**Approved By: TAC - 7/21/16 Administrative Committee - Executive Committee-**

GGH-13-04	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	\$238,390	\$14,410	\$252,800	
									STP	\$10,000		\$10,000	
		<b>TOTAL FOR 2017</b>								<b>\$4,825,029</b>	<b>\$275,935</b>	<b>\$0</b>	<b>\$5,100,964</b>
<b>2018</b>													
GGH12-04	Graham County	8th Ave & Airport Rd Intersection	Intersection		Construction	Rural Major Collector	2	2	HRRRP	\$2,300,000		\$2,300,000	
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	
									STP	\$10,000		\$10,000	
		<b>TOTAL FOR 2018</b>								<b>\$2,310,000</b>	<b>\$0</b>	<b>\$2,310,000</b>	
<b>2019</b>													
SCC12-12	Santa Cruz County	River Road and Pendleton Drive Safety Improvements	River Road and Pendleton Drive	Varies	Construction	Rural Major Collector	2	2	HRRRP	\$534,354	\$30,486	\$564,840	
SCC12-03	Santa Cruz County	Rio Rico and Pendleton Drive Intersection Improvements	Intersection		Construction	Rural Major Collector			HRRRP	\$754,400	\$45,600	\$800,000	
									STP	\$10,000		\$10,000	
		<b>TOTAL FOR 2019</b>								<b>\$1,298,754</b>	<b>\$76,086</b>	<b>\$1,374,840</b>	
<b>2020</b>													
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd	.63 Miles	Construction	Urban Minor Arterial	3	5	STP	\$2,000,000	\$120,891	\$2,120,891	
									STP	\$10,000		\$10,000	
		<b>TOTAL FOR 2020</b>								<b>\$2,010,000</b>	<b>\$120,891</b>	<b>\$0</b>	<b>\$2,130,891</b>
<b>BRIDGE PROJECTS</b>													
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	
		<b>TOTAL BRIDGE PROJECTS</b>								<b>\$1,424,350</b>	<b>\$86,095</b>	<b>\$1,510,445</b>	
		<b>TOTAL FOR FIVE YEAR PROGRAM</b>								<b>\$21,127,491</b>	<b>\$966,043</b>	<b>\$22,093,534</b>	
<b>FUNDING OBLIGATED IN 2015</b>													
SEA15-01	SEAGO Region	Regional Traffic Count Program Continuation	Various Locations	N/A	Planning Study	Varies	N/A	N/A	STP	\$125,000	\$7,556	\$132,556	
DGS13-05	City of Douglas	Joe Carlson Safe Routes to School	Douglas		Design Sidewalks, Crosswalks, Striping & ADA Ramps				SRTS	\$150,000		\$150,000	
GGH12-03	Graham County	Reay Lane & Safford-Bryce Rd Intersection	Intersection		Right-of-Way	Rural Major Collector	2	2	STP	\$30,000	\$1,813	\$31,813	
SAF14-02	City of Safford	City Traffic Signs Upgrade Project	City Wide	N/A	Construction				HSIP	\$76,885		\$76,885	
THR12-13	Town of Thatcher	Church Street Widening	US 70 to Stadium Avenue	5,400 feet	ROW	Urban Major Collector	2	3	STP	\$532,282	\$32,174	\$564,456	
DGS12-05	City of Douglas	Chino Road Extension Phase 1	Chino Road: 3rd Street to 9th Street	.9 miles	Construction	Urban Minor Arterial	2	2	STP	\$141,000	\$8,523	\$149,523	
SAF-TE-09	City of Safford	Copper Heights Phase VI SUP	Segments along Graveyard Wash and 14th Ave	.88 miles	Construction	Urban Collector			STP	\$30,000	\$1,710	\$31,710	
SAF-TE-10	City of Safford	Main Streetscape and Drainage Improvements	Main Street @ 6th, 5th, & Central Avenues	0.15	Drainage Improvements	Urban Collector	2	2	STP	\$230,000	\$13,110	\$243,110	
SCC12-15	Santa Cruz County	Pendleton Drive/Palo Parado Road Intersection Improvements	Pendleton Drive/Palo Parado Intersection	N/A	Construction	Rural Major Collector	2	3	STP	\$190,000	\$11,485	\$201,485	
SAF12-01	City of Safford	Main Street Traffic Signals	Main Street @ 6th, 5th, & Central Avenues	0.15	Replace existing traffic signals - Construction	Urban Collector	2	2	HSIP	\$100,000		\$100,000	
ADOT 15-02	ADOT	Produce Row and UPRR railroad crossing safety improvements DOT#742-034T	Produce Row, east of 19B @ MP 3.8 in Nogales, Santa Cruz County, AZ	0.1	Railroad-Highway Grade Crossing improvements		2	2	HSIP-RGC	\$400,000		\$400,000	
ADOT 15-03	ADOT	Gold Hill Rd and UPRR railroad crossing safety improvements DOT#742-032E	Produce Row, east of 19B @ MP 4.4 in Nogales, Santa Cruz County, AZ	0.1	Railroad-Highway Grade Crossing improvements		2	2	HSIP-RGC	\$252,000		\$252,000	

**SEAGO REGION**  
**2016 - 2020 Draft TIP Amendment #7**  
**Approved By: TAC - 7/21/16 Administrative Committee - Executive Committee -**

ST-TE-19	State	Boardwalk and Sidewalk/SR 80 Fremont Street between 3rd and 6th St (Tombstone)	SR 80 Fremont Street between 3rd and 6th St (Tombstone)			Construction/Boardwalk, sidewalk, porch roofs, landscaping				TE15	\$683,952	\$41,345	\$725,297
ST-TE-18	State	SUP and Entry Monument/SR 90 MP313.01 School Dr to 313.05 Patton Rd, Huachuca City	SR 90 MP313.01 School Dr to 313.05 Patton Rd, Huachuca City			Construction/SUP, entry monument				TE18	\$437,552	\$26,448	\$464,000
SEA15-02	SEAGO/SVMPO Region	Regional Strategic Highway Safety Plan	Various Locations	N/A		Planning Study	Varies	N/A	N/A	HSIP	\$330,050	\$19,950	\$350,000
SAF12-02	City of Safford	20th Ave, Phase II	Relation St to Golf Course Rd	.63 Miles		ROW	Urban Minor Arterial	3	5	STP	\$129,591	\$7,833	\$137,424
CLF14-03	Town of Clifton	Town-wide Sign Replacement Project	Town Wide	N/A		Construction				HSIP	\$40,345		\$40,345
	LTAP									STP	\$10,000		\$10,000
<b>TOTAL FOR 2015</b>											<b>\$3,888,657</b>	<b>\$171,947</b>	<b>\$4,060,604</b>

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

<b>SEAGO Region FY 2015 5310 Awards</b>							
Project ID	Project Sponsor	Project Name	Project Location	Award Type	Federal Share	Local Share	Total Award
SEA-16-01	Douglas ARC	Cutaway with Lift - 9 Passenger	Douglas	Capital	\$56,700	\$6,300	\$63,000
SEA-16-02	Easter Seals Blake Foundation CLS Safford	Minivan No Ramp	Safford	Capital	\$22,500	\$2,500	\$25,000
SEA-16-03	SEACRS, Inc	Expansion Minivan - No Ramp	Nogales	Capital	\$22,500	\$2,500	\$25,000
SEA-16-04	Santa Cruz Training Program, Inc.	Minivan with Ramp	Nogales	Capital	\$36,000	\$4,000	\$40,000
SEA-16-05	Santa Cruz Training Program, Inc.	Cutaway with Lift - 9 Passenger	Nogales	Capital	\$56,700	\$6,300	\$63,000
SEA-16-06	Santa Cruz Training Program, Inc.	Cutaway with Lift - 9 Passenger	Nogales	Capital	\$50,400	\$12,600	\$63,000
SEA-16-07	SEAGO	Regional Mobility Manager	Region-wide	Mobility Management	\$125,000	\$31,250	\$156,250
SEA-16-08	SEAGO	Pilot Regional Training Program	Region-wide	Mobility Management	\$150,000	\$37,500	\$187,500
SEA-16-09	Easter Seals Blake Foundation - SAGE Graham County	Minivan No Ramp	Graham County	Capital	\$22,500	\$2,500	\$25,000
SEA-16-10	Easter Seals Blake Foundation - SAGE Greenlee County	Cutaway with Lift - 9 Passenger	Greenlee County	Capital	\$56,700	\$6,300	\$63,000
SEA-16-11	SEACRS, Inc	Cutaway with Lift - 14 Passenger	Sierra Vista	Capital	\$58,500	\$6,500	\$65,000
SEA-16-12	SEACRS, Inc	Cutaway with Lift - 14 Passenger	Nogales	Capital	\$58,500	\$6,500	\$65,000
SEA-16-13	Easter Seals Blake Foundation - SAGE Graham County	Transit Program Operating Funds	Graham County	Operating	\$40,000	\$40,000	\$80,000
SEA-16-14	Easter Seals Blake Foundation - SAGE Greenlee County	Transit Program Operating Funds	Greenlee County	Operating	\$5,000	\$5,000	\$10,000
SEA-16-15	Santa Cruz Training Program, Inc.	Transit Program Operating Funds	Nogales	Operating	\$20,000	\$20,000	\$40,000
SEA-16-16	Senior Citizens of Patagonia, Inc	Transit Program Operating Funds	Patagonia	Operating	\$8,000	\$8,000	\$16,000
SEA-16-17	Southeastern Arizona Community Action Program, Inc.	Transit Program Operating Funds	Safford	Operating	\$35,000	\$35,000	\$70,000
SEA-16-18	Volunteer Interfaith Caregiver Program	Transit Program Operating Funds	Sierra Vista	Operating	\$30,000	\$30,000	\$60,000
<b>Total FY15 Awards</b>					<b>\$854,000</b>	<b>\$262,750</b>	<b>\$1,116,750</b>

<b>Sierra Vista MPO Projects</b>													
TIP YEAR	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
2017													



**SEAGO REGION**  
**2016 - 2020 Draft TIP Amendment #7**  
**Approved By: TAC - 7/21/16 Administrative Committee - Executive Committee-**

SVS16-01	City of Sierra Vista	Resurfacing Buffalo Soldier Trail	Between Fry Blvd and SR 90 Bypass	1.5 Miles	Environmental	Minor Arterial	4	4	STP	\$9,430	\$570	\$10,000
SVS16-01	City of Sierra Vista	Resurfacing Buffalo Soldier Trail	Between Fry Blvd and SR 90 Bypass	1.5 Miles	ADOT Review	Minor Arterial	4	4	STP	\$28,290	\$1,710	\$30,000
<b>2018</b>										\$37,720	\$2,280	\$40,000
SVS16-01	City of Sierra Vista	Resurfacing Buffalo Soldier Trail	Between Fry Blvd and SR 90 Bypass	1.5 Miles	Construction	Minor Arterial	4	4	STP	\$1,191,096	\$71,966	\$1,263,062
<b>TOTAL FOR 2018</b>										\$1,191,096	\$71,966	\$1,263,062
<b>5-YEAR PROGRAM TOTAL</b>										<b>\$1,228,816</b>	<b>\$74,246</b>	<b>\$1,303,062</b>

SVMPO TRANSIT PROJECTS									
ID#	Sponsor	Project Description	Type of Work	Fed Aid Type	Apportionment Year	ALI CODE	Federal Funding	Local Match	Total Cost
SVMP0 16-01	City of Sierra Vista	General Development/Comprehensive Planning	Planning	5307	2015/2016	44.22	\$77,872	\$19,469	\$97,341
SVMP0 16-02	City of Sierra Vista	Transit Operations 50/50	Operations	5307	2015/2016	30.09.01	\$492,236	492,256	\$984,472
SVMP0 16-03	City of Sierra Vista	Construction - Bus Pullouts	Capital	5307	2015/2016	30.09.01	\$51,040	\$12,760	\$63,800
SVMP0 16-04	City of Sierra Vista	Acquire - Bus Passenger Shelters	Capital	5307	2015/2016	11.33.02	\$6,000	\$1,500	\$7,500
SVMP0 16-05	City of Sierra Vista	Preventive Maintenance	Capital	5307	2014/2015	11.7A.00	\$239,301	\$59,826	\$299,127
SVMP0 16-06	City of Sierra Vista	Fleet Fuel Software	Capital	5339	2015/2016	11.62.20	\$161,600	\$40,400	\$202,000
<b>Totals FY 2015/2016</b>							<b>\$1,028,049</b>	<b>\$626,211</b>	<b>\$1,654,260</b>

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

SEAGO REGION  
 2016 - 2020 Draft TIP Amendment #7  
 Approved By: TAC - 7/21/16 Administrative Committee - Executive Committee -

SEA-17-15	Volunteer Interfaith Caregiver Program	Transit Program Operating Funds	Sierra Vista	Operating	\$40,000	\$40,000	\$80,000
<b>Total FY16 Awards</b>					<b>\$655,389</b>	<b>\$197,017</b>	<b>\$852,406</b>

SVMPO FY 2016 5310 Awards							
Project ID	Project Sponsor	Project Name	Project Location	Award Type	Federal Share	Local Share	Total Award
SVMPO-17-16	Horizon Health and Wellness Inc.	ADA Accessable Ford Transit to Replace VIN 14-08	Sierra Vista	Capital	\$48,875	\$5,431	\$54,306
<b>Total FY16 Awards</b>					<b>\$48,875</b>	<b>\$5,431</b>	<b>\$54,306</b>



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** JULY 26, 2016  
**SUBJECT:** FUTURE MEETING DATES

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

Administrative Council	Executive Board
November 3, 2016	November 16, 2016* Santa Cruz County
February 9, 2017*	February 24, 2017* Cochise County
May 4, 2017	May 19, 2017 Graham County
August 3, 2017	August 18, 2017 Greenlee County

*\* The November Executive Board meeting is being rescheduled to avoid a conflict with the State Transportation Board meeting in Safford; the February 2017 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)
September 29, 2016
December 1, 2016
March 30, 2017
June 1, 2017

**Attachments:** None.

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



# ADMINISTRATIVE COUNCIL PACKET

---

**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** JULY 26, 2016

**SUBJECT:** IMPLEMENTATION OF STRATEGIC PLAN GOALS – 2017 RETREAT

---

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

**Goal 1, Tactic A - Increase Central Administration Resources:** 100% Complete

**Goal 1, Tactic B - Procure Professional Grant Writing Services:** Tasks 1, 2, 3 and 4 are now 100% complete.

**Goal 1, Tactic C - Prepare and submit a Regional Technical Services Center Grant Application:** This Tactic will not begin until a viable funding opportunity is identified.

**Goal 1, Tactic D - Assist Member Entities in Developing Local Economic Development Strategies:** Tasks 1, 2, 3 and 4 are now 100% complete with the completion of the Comprehensive Economic Development Strategy 2016-2020.

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

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

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

**Goal 2, Tactic C - Begin Using Member Entities as a Resource to Increase public Awareness:** 100% complete.

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

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

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

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

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

As you can see, we are making progress. And it's also time to begin discussing our next strategic planning retreat. Our plan calls for an update after two years, and our last retreat was held in January 2015. Attendance at our 2015 retreat was relatively light due to a conflict with a County Supervisors' Association Legislative Summit at that time. I can work toward setting up our retreat in January 2017 and coordinate with CSA to see if a conflict can be avoided, or I can look for another date later in the year if there's consensus for that. We can also discuss funding for the retreat and how we might make the event more conducive for broad participation in 2017.

**Attachments:** None

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



# ADMINISTRATIVE COUNCIL PACKET

---

**MEMO TO:** ADMINISTRATIVE COUNCIL

**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR

**DATE:** JULY 26, 2016

**SUBJECT:** EXECUTIVE BOARD REPORTS

---

I am trying my best to implement our strategic plan and find ways to make SEAGO a relevant, sustainable, highly performing agency with deep stakeholder involvement. I cannot be successful in doing so without your help.

As most of you probably know, the Executive Board requested that I prepare a monthly report outlining recent activities and current events at SEAGO, as a way to keep the Board better informed and engaged. I have been complying with the Board's request since June of 2015. Often my reports solicit comments on various items, but to date, I've not received any, despite the fact that I have been careful to ask that any responses be delivered to me individually (not 'Reply All') out of respect to the Open Meeting Law.

Initially, I thought there were no issues with the items being reported, and hence the reason for no responses to my invitations to comment. However, as demonstrated by the fate of the Regional Grant Services proposal, this was clearly a flawed assumption and it's clear that I must now follow up on these items with you to ensure I get the feedback needed to move forward with confidence. Below are a few previously reported items I have sought comments on and warrant some discussion and feedback:

## **1) 19<sup>th</sup> Annual Rural Transportation Summit**

I have been requesting your opinions on this item since my February 2016 report. SEAGO has agreed to host the 19<sup>th</sup> Annual Rural Transportation Summit. We anticipate the Summit will take place October 18 – 20 of 2017. As previously reported, I have examined the possibility of holding the summit in Safford, Rio Rico and Sierra Vista.

The possibility of holding the event in the Gila Valley is remote due to insufficient lodging space in the immediate vicinity of the conference facilities in Safford. This would mean attendees would be required to stay in overflow hotels in Thatcher, and due to the lack of public transportation options in the valley, a charter shuttle service would be required (at additional costs), to move attendees between these hotels and the conference facilities. In addition, the golf course and other places of interest are a considerable distance from the conference facilities.

Much to my surprise, I found similar conditions at the Rio Rico Resort. Unlike what I had thought, there are insufficient rooms available at the resort to house all of the conference attendees and shuttle service would be required to move attendees between overflow hotels in Nogales and the conference facilities. While this resort does have superior

conference space and fabulous vistas when compared to the other locations I have checked, I was also surprised to learn that the golf course and other places of interest are a considerable distance from the conference facilities.

Holding the event in Sierra Vista remains a strong possibility. The Sierra Vista Metropolitan Planning Organization has volunteered to partner with SEAGO in planning the Summit and this would relieve a considerable burden from SEAGO staff in planning the event. The Windemere Conference Center is directly across the highway from three fairly new overflow hotels. The Pueblo Del Sol country club is only about a mile south of the conference center. Entertainment is nearby, and Vista Transit is available in the event we need to plan outings for the more adventurous.

## **2) MAG Interactive Map Viewer**

In May's report, I mentioned an opportunity for the SEAGO region to tap into the capacity of the Maricopa Association of Governments at no cost. MAG's Interactive Map Viewer consists of a demographic viewer, employment viewer and a number of functions that are valuable to communities performing traffic modeling, preparing grant applications and performing other government related work. The demographic viewer and employment viewer are open for public use, but currently, the employment viewer only contains data for Maricopa and Pinal Counties.

MAG has volunteered to purchase a statewide data base of employers from Dunn and Bradstreet. They would provide the data and would load it into the employment viewer to make that function available statewide. They would do so on the condition that we clean up the data to eliminate businesses that have gone out of business or changed locations. This would require the cooperation of the cities, towns and counties in our region as we would need someone with access to their business licensing database to perform this work. If we are able to find a funding source for the Regional Technical Services Center, we may be able to provide a staff member to work with your communities on cleaning up the data. Links to the viewers were provided in the May and June reports.

## **3) Regional Technical Services Center**

As mentioned in May's report, I have designed a survey tool to poll the member entities on which technical services would be most valued in a Regional Technical Services Center so we can focus on offering those services first. Once those services are in place and producing results, we could add other services over time. A brief message to the Administrative Council containing a link to the survey was distributed June 27<sup>th</sup> and redistributed ten days later. The survey is only one page with two questions and required only a few minutes to complete. The survey was open for approximately 30 days to gather responses, but will be closed by the time of your meeting. As of the present, I have received 10 responses, and will provide an updated number at the meeting.

**Attachments:** None

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



# ADMINISTRATIVE COUNCIL PACKET

---

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**FROM:** RANDY HEISS, EXECUTIVE DIRECTOR  
**DATE:** JULY 26, 2016  
**SUBJECT:** EXECUTIVE DIRECTOR CONTRACT

---

When I was hired in March 2009, SEAGO entered into a two-year employment contract with me which set the amount of compensation and established other contract terms and conditions. That contract expired on June 8, 2011.

After having received positive performance reviews, I was offered a one-year employment contract in May 2014. While I appreciated the vote of confidence, a one-year contract offered little in the way of security, and as a result, I decided not to go through the effort of presenting it to the Board for consideration.

After receiving increasingly positive reviews in 2015 and 2016, and making significant progress implementing our strategic plan, I presented an updated contract to the Board for their consideration. The updated contract is virtually identical to the one that was entered into in 2009. The main difference is it provides for a three-year term and a 5% increase over my current level of compensation.

The Board instructed me to have this on the agenda for consideration at the August meeting, and out of courtesy, I am informing you of this so you have an opportunity to discuss it with your Executive Board representative in the event you have any concerns. I have attached a draft of the contract for your review.

**Attachments:** Heiss Contract 8.19.16

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





## EMPLOYMENT CONTRACT WITH THE EXECUTIVE DIRECTOR

**THIS AGREEMENT**, made and entered into this 19<sup>th</sup> day of August 2016, by and between the **SOUTHEASTERN ARIZONA GOVERNMENTS ORGANIZATION**, an Arizona nonprofit corporation and Council of Governments, hereinafter **SEAGO**, and Mr. Randy Heiss, hereinafter the **EXECUTIVE DIRECTOR**.

**WHEREAS, SEAGO** is in need of the services of a person possessing a high degree of professional skill, with outstanding ability to supervise, manage, and administer said Council of Governments; and

**WHEREAS, THE EXECUTIVE DIRECTOR** is an administrator with considerable experience administering and managing governmental agencies and federally supported programs of comparable size and complexity; and

**WHEREAS, THE EXECUTIVE DIRECTOR**, as demonstrated by positive performance reviews over the past seven years of service in this position, possesses a high degree of skill and experience in administering and managing the various programs operated by **SEAGO**, and the public relations skills necessary to work with the various political jurisdictions that make up the membership of **SEAGO**; and

**WHEREAS, SEAGO** desires to retain the services of the **EXECUTIVE DIRECTOR** under the terms and conditions set forth below.

### WITNESSETH:

**FOR AND IN CONSIDERATION** of the mutual promises, covenants and conditions set forth below, it is agreed as follows:

1. **EMPLOYMENT:** **SEAGO** does hereby engage the services of the **EXECUTIVE DIRECTOR** as its full-time executive director, and **the EXECUTIVE DIRECTOR** agrees to act as such for **SEAGO** and to carry out to the best of his ability all the duties imposed upon that office by the Job Description for the executive director and such other duties as the Executive Board, acting through the Executive Committee may from time to time require. No outside employment or consulting for compensation may be performed by the **EXECUTIVE DIRECTOR** without the prior written consent of the Executive Committee of the Executive Board.
2. **TERMS OF EMPLOYMENT:** The term of employment for the services of the **EXECUTIVE DIRECTOR** shall be for a period of three (3) years at an annual compensation in the sum of \$70,000 per annum. The **EXECUTIVE DIRECTOR** agrees to employment at said annual sum. Said compensation shall be payable in equal biweekly installments in accordance with **SEAGO's** existing salary payment schedule, subject to appropriate federal and state withholding, FICA, and other required or approved withholding obligations. Any increase in this compensation after the term of this Contract shall be subject to negotiation with the Executive Board.
3. **REVIEW OF PROGRESS:** The Executive Board will conduct an evaluation and review of the **EXECUTIVE DIRECTOR'S** progress on or about the anniversary date of this contract and annually thereafter. The times of these evaluations shall coincide with a regularly scheduled meeting of the SEAGO Executive Board unless the Executive Committee sees fit to call a special meeting for that purpose. Each such review shall include an evaluation of the **EXECUTIVE DIRECTOR'S** successes and strengths and areas needing improvement. The review shall be done orally and in

person with the Executive Board in executive session and a written evaluation covering the areas discussed in the oral review will be given to the **EXECUTIVE DIRECTOR**.

4. **TERMINATION OF CONTRACT:** This employment contract may be terminated by either party by giving thirty (30) days prior written notice to the other, unless the parties agree otherwise. In such event the **EXECUTIVE DIRECTOR** voluntarily resigns, the **EXECUTIVE DIRECTOR** shall not be entitled to severance pay. It is specifically understood and agreed by the **EXECUTIVE DIRECTOR**, that he serves at the pleasure of the Executive Board. **SEAGO** may terminate this contract, acting through its Executive Board upon giving the prior written notice, for any reason including the **EXECUTIVE DIRECTOR** has lost the confidence of the majority of the Executive Board. The **EXECUTIVE DIRECTOR** specifically understands and agrees that he is not a classified employee covered by the **SEAGO** Personnel Rules and Regulations, and that his employment is a matter of contract with the Executive Board. The **EXECUTIVE DIRECTOR** may request an opportunity to be heard at a meeting of the Executive Board, but such request to be heard may be granted or denied solely at the discretion of the Executive Board, and any decision thereafter to proceed with the termination shall be final as to all parties.

In the event this contract is terminated or is not renewed at the end of the contract term, the **EXECUTIVE DIRECTOR** shall be entitled to severance pay as set forth in Section 5. Termination and Severance Pay.

5. **TERMINATION AND SERVERANCE PAY:** In the event the **EXECUTIVE DIRECTOR** is terminated by the Executive Board during a time that the **EXECUTIVE DIRECTOR** is willing and able to perform the duties of the **EXECUTIVE DIRECTOR**, then in that event, the Executive Board agrees to pay the **EXECUTIVE DIRECTOR** a minimum of three (3) months of base salary, calculated at the rate of pay in effect upon termination. However, in the event the **EXECUTIVE DIRECTOR** receives other employment after being terminated by the Executive Board, the **EXECUTIVE DIRECTOR'S** severance pay shall cease. The Executive Board and the **EXECUTIVE DIRECTOR** agree that the severance amount mentioned above shall be paid in the same manner as if the **EXECUTIVE DIRECTOR** was still an employee of **SEAGO**.

Contemporaneously with the delivery of the severance pay herein above set out, the **EXECUTIVE DIRECTOR** agrees to execute and deliver to **SEAGO** a release, releasing **SEAGO**, its Executive Board, officers, and employees of all claims that the **EXECUTIVE DIRECTOR** may have against **SEAGO**, its Executive Board, officers, and employees.

6. **FRINGE BENEFITS:** The **EXECUTIVE DIRECTOR** shall be entitled to the same fringe benefits as are provided to other **SEAGO** employees. Such benefits shall include educational assistance and educational leave to the same extent as is provided to other **SEAGO** employees. Leave of absence without pay shall be at the discretion of the Executive Board. Compensatory leave shall not apply to the **EXECUTIVE DIRECTOR**. Any other fringe benefits not included herein must be agreed to in advance on a case by case basis with the Executive Board.
7. **PROFESSIONAL LIABILITY INSURANCE:** **SEAGO** shall maintain comprehensive liability coverage, including professional liability insurance, effectively covering the **EXECUTIVE DIRECTOR** against any and all claims associated with the performance of the **EXECUTIVE DIRECTOR'S** responsibilities while acting within the scope of his employment. **SEAGO** shall provide such insurance insuring the **EXECUTIVE DIRECTOR** at no cost to the **EXECUTIVE DIRECTOR**.
8. **SEAGO OFFICES:** **SEAGO** shall furnish the **EXECUTIVE DIRECTOR** with suitably furnished offices and office facilities at the **SEAGO** office in Bisbee, Arizona. **The EXECUTIVE**

**DIRECTOR** shall work out of the Bisbee, Arizona office but may reside in such community as he may desire, provided the distance from the **SEAGO** offices is within a sixty minute commute from SEAGO under normal driving conditions. **SEAGO** shall furnish all equipment, material, supplies, and personnel necessary and proper for the efficient operation and management of **SEAGO**, subject to the approved budget and the directions of the Executive Board.

9. **EFFECTIVE DATE:** This employment contract shall be in full force and effect retroactive to the 1<sup>st</sup> day of July 2016.
10. **CONTROLLING LAW:** This contract shall be construed in accordance with the laws of the State of Arizona.
11. **BINDING EFFECT:** This contract shall be binding on the heirs, personal representatives, successors, and assigns of the parties hereto.

**SEAGO:**

SouthEastern Arizona Governments  
Organization, an Arizona nonprofit  
corporation

**EXECUTIVE DIRECTOR:**

---

Gerald (Sam) Lindsey, Chair  
SEAGO Executive Board

---

Randy Heiss  
SEAGO Executive Director



# ADMINISTRATIVE COUNCIL PACKET

---

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CINDY OSBORN, ACCOUNTS MANAGER  
**DATE:** JULY 27, 2016  
**SUBJECT:** FINANCE REPORT

---

A preliminary Statement of Revenues and Expenditures for the period July 1, 2015 through June 30, 2016 is attached. I will attempt to answer any questions you may have regarding the finance report at the meeting.

Attachments: Preliminary FY16 Statement of Revenues and Expenditures

Action Requested:  Information Only  Action Requested Below

**SEAGO**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
From 7/1/2015 Through 6/30/2016  
(In Whole Numbers)

- Preliminary -

		YTD Actual	Total Budget	Percentage of Budget Used
<b>Revenue</b>				
General Fund	101	(17,048)	(45,500)	37.46%
Agency Response	301	43,492	53,242	81.68%
Community Development Block Grant	302	138,766	128,282	108.17%
Economic Development	303	110,107	110,357	99.77%
Housing	305	72,255	88,665	81.49%
Environmental Quality	306	2,624	5,700	46.03%
Elderly Transit	307	18,018	20,000	90.09%
Public Transit	308	15,913	20,000	79.56%
State Planning & Research	309	133,894	156,250	85.69%
Area Agency on Aging	310	341,479	376,032	90.81%
Regional Mobility Management	311	161,320	182,247	88.51%
Traffic Count	312	30,508	51,042	59.76%
RMM Training	314	139,226	231,783	60.06%
Regional Strategic Highway Safety Plan	315	69,360	350,000	19.81%
Route Study	316	46	0	0.00%
<b>Total Revenue</b>		1,259,960	1,728,101	72.91%
<b>Expenses</b>				
Agency Response	301	33,148	53,242	62.25%
Community Development Block Grant	302	107,592	118,282	90.96%
Economic Development	303	110,107	110,357	99.77%
Housing	305	72,255	83,620	86.40%
Environmental Quality	306	2,624	5,700	46.03%
Elderly Transit	307	18,018	20,000	90.09%
Public Transit	308	15,913	20,000	79.56%
State Planning & Research	309	133,894	156,250	85.69%
Area Agency on Aging	310	335,782	367,932	91.26%
Regional Mobility Management	311	161,320	182,247	88.51%
Traffic Count	312	30,508	51,042	59.76%
RMM Training	314	139,226	231,783	60.06%
Regional Strategic Highway Safety Plan	315	69,360	350,000	19.81%
Route Study	316	46	0	0.00%
<b>Total Expenses</b>		1,229,794	1,750,456	70.26%
<b>Balance</b>		30,166	(22,355)	(134.94)%



# ADMINISTRATIVE COUNCIL PACKET

**MEMO TO:** ADMINISTRATIVE COUNCIL

**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR

**FROM:** LARRY CATTEN

**DATE:** JULY 27, 2016

**SUBJECT:** RECENT EDD ACTIVITY AND FY 2017 SCOPE OF WORK

## Recent Activity

Since the May 4th Administrative Council meeting, the priority of SEAGO staff has been to complete the 2016 – 2020 Comprehensive Economic Development Strategy (CEDS) and submit the document to the Economic Development Administration prior to June 30, 2016. As previously reported, the CEDS was submitted to the EDA on June 30, and on July 11 SEAGO received a letter from EDA Economic Development accepting the CEDS and complimenting the document as “very comprehensive” and “a valuable economic planning tool for communities in your region.”

In addition to completing and submitting the CEDS, the following is a listing of the most significant SEAGO economic development activity for the past three months:

Activity	Discussion
Submitted 2016 EDA Partnership Planning Grant	The grant application, in the amount of \$75,000, was submitted on June 10, 2016. The notice of award was posted on July 22, 2016. We are awaiting a hard copy of the award in order for Randy Heiss to execute all award documents.
Meeting with Jacob Macias, EDA Economic Development Representative	On June 1, 2016, Randy Heiss and Larry Catten met with Jacob Macias in the SEAGO office. Mr. Macias spoke favorably about SEAGO’s economic development initiatives and activities, and meeting EDA’s documentation and reporting requirements. The meeting focused on possible EDA Grant opportunities in the SEAGO Region
SEAGO representation at Benson City Planning and Zoning and City Council meetings	Larry Catten has represented SEAGO in numerous Benson City P&Z and City Council public hearings and meetings regarding the Villages at Vigneto project. In many of the meetings Mr. Catten has publically represented the SEAGO Executive Board Resolution in support of the project, and support for the Benson City Council and staff in their due diligence relative to the project.
SEAGO representative appointment to the Douglas Municipal Airport Master Plan and Airport Business Plan Committee	The first meeting of the committee was June 7, 2016. SEAGO will provide input for the Airport Business Plan portion of the airport master plan.

Gila Valley Economic Development Corporation (GVEDC) Strategic Plan	SEAGO previously provided GVEDC with a draft RFP for consultants to assist GVEDC with the development of a strategic plan. SEAGO also assisted GVEDC in assessing the RFP responses and in the selection of ESI Corp. as the strategic planning consulting firm. SEAGO will continue to work closely with GVEDC throughout the strategic planning and implementation process.
Cochise County Economic Development Practitioners Meeting	SEAGO continues to sponsor and organize the bi-monthly meeting of economic development practitioners in Cochise County. The most recent meeting was held at the SEAGO office on June 16, 2016.
Year End Report to EDA	On July 19, 2016, SEAGO submitted the requisite EDA Year End Report indicating all SEAGO activities in compliance with the 2010 – 2015 CEDS and the FY 2015 Scope of Work.

**FY 2017 Scope of Work**

As a requirement of the SEAGO application for the EDA Partnership Planning Grant, an annual “Scope of Work” was also submitted to, and accepted by the EDA. While many activities are indicated in the Scope of Work, the following is a list of primary activities:

1. Organize a SEAGO Economic Development Advisory Council to begin and sustain a region-wide economic development organizational structure that will 1) provide a forum for interaction between the Region’s economic development practitioners, 2) create an opportunity for cross pollination of ideas and resources, and 3) provide consistent and current regional and local direction and resources for the activities and initiatives of the SEAGO Economic Development Planner.
2. Extensive research of regional and community economic grant opportunities. SEAGO will explore public and private grant sources, and work with communities interested in pursuing an identified grant.
3. Create and promote a SEAGO EDD website that will link to all local, regional, and state-wide economic development data sources. This economic development linkage will be a valuable tool for employer retention and attraction in the region.
4. Continue involvement with county travel councils, and explore developing a forum for the various travel councils to meet, share information, and coordinate activities
5. Find funding for and initiate an asset/business cluster inventory for each county in the region. If successful, the analysis can be utilized for developing and engaging business initiatives that focus on existing businesses in the region and business cluster opportunities.
6. With input from the Economic Development Advisory Committee, identify economic development training needs in the region and develop training forums to address those needs.

I have attached a full copy of the FY 2017 Scope of Work submitted to the EDA and will look forward to answering any questions you may have at the meeting.

**Attachments:** FY 2017 EDA Scope of Work

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

**ECONOMIC DEVELOPMENT ADMINISTRATION**  
**SEAGO ECONOMIC DEVELOPMENT DISTRICT (SEDD)**

**PARTNERSHIP PLANNING GRANT**

**SCOPE OF WORK**

**FY 2017**

---

Consistent with the 2016 – 2020 CEDS, the SouthEastern Arizona Governments Organization (SEAGO) will undertake, but not be limited to, the following activities:

**Community and Regional Planning Development**

1. Subject to SEAGO Executive Board approval and authorization, create a SEAGO Economic Development District (EDD) Economic Development Advisory Council. It is the intent that this Advisory Council will 1) provide a forum for interaction between the Region’s economic development practitioners, 2) create an opportunity for cross pollination of ideas and resources, and 3) provide consistent and current regional and local direction and resources for the activities and initiatives of the SEAGO Economic Development Planner. The tasks to accomplish this scope of work includes:
  - a. Develop a comprehensive list of public and private economic development practitioners in the Region.
  - b. Discuss the concept with identified economic development practitioners, and develop a consensus of a recommended scope and role for the Advisory Council.
  - c. Prepare a comprehensive plan for the scope and role of the Advisory Council and the frequency of meeting for presentation to the SEAGO Executive Board
  - d. Develop all documents necessary to accomplish SEAGO Executive Board approval and authorization of the SEAGO Economic Development District (EDD) Economic Development Advisory Council.
  
2. Extensively research potential public and private grant opportunities that can be utilized by SEAGO to advance the CEDS 2016 – 2020 Strategic Goals, and/or can be utilized by the SEAGO member entities to advance regional or local economic development initiatives. Provide information to member entities regarding grant funding opportunities, provide assistance in grant writing.



3. Continue initiatives and activities to provide regular economic development updates and information to the respective community newspapers in the SEAGO Region.
4. Serve on the board for the Cochise County Travel Council, and the Greenlee County Travel Council to assist in developing and implementing tourism enhancement strategies, and identify ways and means that SEAGO can provide direct assistance to tourism enhancement initiatives.

### **Economic Development Partnerships**

1. In collaboration with Arizona@Work, the Maricopa Association of Governments and the SEAGO member jurisdictions, develop a SEAGO website that will link relevant regional economic development and workforce data sources for easy access by the member jurisdictions and any parties that may have interest in the information.
2. Develop strong working relationships with local, regional, state, and national economic development entities that add value to the economic development activities of the SEAGO EDD, and participate in meetings and initiatives of said entities that will enhance the working relationships, and will assist SEAGO in its economic development initiatives, projects, and programs. Partnerships to be developed and for which SEAGO will attend relevant partnership meetings includes, but is not limited to:
  - a. National Association of Development Organizations
  - b. Arizona Commerce Authority
  - c. Arizona Association for Economic Development
  - d. Southern Arizona Economic Development Group
  - e. Arizona Regional Economic Development foundation
  - f. Local Chambers of Commerce
  - g. Southern Arizona Economic Development Group
  - h. Gila Valley Economic Development Corporation
  - i. iBisbee
3. Develop strong working relationships with local and state organizations that will promote the economic growth of the SEAGO Region by attracting more visitors to the Region and encourage longer stays in the Region. Participate in the meetings and initiatives of said organizations that have an identifiable tourism nexus to economic growth in the Region.
4. Develop an outreach program that engages member entities to actively participate in round-table discussions, information sharing, pooling of resources, networking, and training activities for the public and private sector, which enhances professionalism and appeals to the public.
  - a. Continue to sponsor a bi-monthly Cochise County Economic Development Professional's meeting for all economic development professionals to:
    - i. Familiarize all parties of the economic development programs/projects of other communities within the County.
    - ii. Create a cooperative environment by and between all parties and communities
    - iii. Encourage cross-pollination of ideas and resources.
    - iv. Identify areas of cooperation, collaboration, and partnership on economic development initiatives, programs, and projects.

- b. Sponsor a quarterly regional meeting of the tourism council executive boards/directors for the purpose of coordinating tourism efforts and cross pollination of ideas and resources.
5. Assist the Gila Valley Economic Development Corporation in developing a strategic economic development plan for Graham County.
6. Develop a relationship with the San Carlos Apache Reservation Economic Development Professional, and explore/implement possible economic development partnership opportunities.
7. Continue collaboration with the Arizona Department of Transportation, Federal Highway Administration, and State Transportation Board, on funding the expansion of SR 189. The development of the SR189 highway is a critical transportation element to increase cross border trade benefiting the City of Nogales, Santa Cruz County, and the entire Sun-Corridor.

### **Technical Assistance**

1. Identify business clusters in the SEAGO Region along with business clusters in Sonora, Mexico that are near the border between Mexico and the SEAGO Region.
2. Identify and work to maximize business growth and business attraction opportunities that may result from business clusters in the SEAGO Region.
3. Identify business incubator opportunities in the SEAGO Region, and ways to fund the development and sustained management of potential business incubators. This activity includes thorough investigation of the potential for a border related business incubators in Nogales and Douglas
4. Provide technical and partnership development support to the City of Douglas effort to construct a new commercial port-of-entry in Douglas.
5. Provide requested technical assistance and SEAGO support to the City of Benson, and the Southeastern Arizona Economic Development Group, relative to a substantial master planned housing and commercial development project in the city of Benson.

### **Training & Workshops**

1. Develop a Regional and local training program that includes the following:
  - a. In collaboration with regional educational institutions, small business development centers, local chambers of commerce, workforce development providers, SEAGO member jurisdictions, the SEAGO Economic Development District (EDD) Economic Development Advisory Council, and business leaders, identify and prioritize a list of training needs throughout the Region.
  - b. After regional training needs have been identified and prioritized, develop training program, courses and schedules.
  - c. Working with the above noted collaborators, implement the training programs to be conducted throughout the remainder of the year.

8. For businesses in the SEAGO Region as well as businesses in Nogales, Sonora, Agua Prieta, Sonora, and Cananea, Sonora, promote the internet business network, Building an International Economic Network (BIEN,) developed by the Maricopa Association of Governments, and train businesses on how to utilize the business to business platform. The initiative will include the following:
  - a. Identify potential partners in the Sonora, Mexico cities of Nogales, Agua Prieta, and Cananea for the purpose of providing BIEN training in those communities.
  - b. Regional presentations of BIEN will be scheduled for the following:
    - i. Training in Graham County in partnership with the Gila Valley Economic Development Corporation, Graham County Chamber of Commerce, and Eastern Arizona College Small Business Development Center.
    - ii. Training in Cochise County in partnership with the City of Sierra Vista, Sierra Vista Chamber of Commerce, Benson Chamber of Commerce, Willcox Chamber of Commerce, Douglas Chamber of Commerce, Sierra Vista Hispanic Chamber of Commerce, Douglas Hispanic Chamber of Commerce, Southeastern Arizona Economic Development Group, and Cochise College Small Business Administration.
    - iii. Training in Greenlee County in partnership with the Greenlee County Chamber of Commerce, Greenlee County Tourism Council, and Eastern Arizona College Small business Development Center.
9. In partnership with County Emergency Management Managers/Directors develop a curriculum, and business training schedule, for business resiliency and survival training in the event of a natural or other disaster.



# ADMINISTRATIVE COUNCIL PACKET

---

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** JULY 27, 2016  
**SUBJECT:** TRANSIT REPORT

---

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

## **REGIONAL MOBILITY MANAGEMENT**

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

SEAGO is responsible for regional coordination of the Arizona Department of Transportation's Coordinated Mobility Grant Program process. SEAGO provided technical assistance and training to eligible applicants throughout the grant process. The SEAGO region did very well in the award process. A total of \$916,914 was awarded to our regional transportation providers and mobility management programs. In 2015, they provided nearly 425,000 rides to seniors (65 years and over), individuals with disabilities of all ages, veterans, and members of the general public that have no transportation options.

A transportation coordination group (Willcox Healthy Communities) has been developed in Willcox through a partnership with the U of A Cooperative Extension and Cochise County Health and Social Services. The goal of the group is to find a transportation solution for the Willcox area. The group has grown to include over 20 members. As a first step, SEAGO will be using Legacy Funding to develop a community transit needs survey for Willcox and Northeast Cochise County. If the survey demonstrates a need, SEAGO will work with the City and the Coordination Group to submit a FTA Section 5304 Transit Feasibility Study grant application in the November cycle and/or a Planning Assistance Grant for Rural Areas (PARA) in the March/April cycle.

## **REGIONAL 5310 PILOT TRAINING PROGRAM**

SEAGO was awarded a Coordinated Mobility Grant of \$150,000 to continue our training program for FY16. SEAGO has partnered with Sun Corridor MPO, CAG, and NACOG to deliver the program statewide. WACOG has reached out to SEAGO and wishes to partner in 2017.

SEAGO and our consultant, M. Greene Planning & Resource Development have developed workshops involving Developing a Budget, Grant Writing, Grant Management, Data Collection, and Asset Management. Our Coordinated Mobility Training Plan that details the workshop curriculum can be found at: <http://seago.org/?q=regional-mobility-management-0>.

Attendance and feedback has been outstanding. SEAGO has averaged 26 attendees per class offered and approximately 94% of the attendees have indicated that following the workshop: "they had

the capacity to implement strategies outlined in the workshop". Full post-workshop reports can be found at: <http://www.azmobility.org/#!/resources/cd4v>.

### 5311 PROGRAMS

SEAGO is a member of the Benson, Bisbee, Douglas and Sierra Vista Transit Advisory Committees. SEAGO has participated in all meetings scheduled by these agencies.

SEAGO has been a very active participant in the Graham County Transit Feasibility Study. SEAGO has participated in the development of a Dial-A-Ride plan that utilizes existing regional resources and enables a lower-cost alternative to a fixed route system. The final report was completed on April 18, 2016. The feasibility report can be accessed at:

<https://www.dropbox.com/s/vkcj08licr6v9h5/Graham%20County%20Transit%20Feasibility%20Study%20Final%20Report%204-16.pdf?dl=0>

On March 31, 2016, the Admin and Executive Committees approved accepting a 5304 Planning Grant and approved SEAGO to develop an RFP and select a consultant to assist with plan development. SEAGO has published an RFQ and responses are due back August 4, 2016. SEAGO's goal is to begin the study by August 21, 2016. The ADOT grant must focus on development of an Intercity Route Study that connects the public bus systems of Douglas, Bisbee, and Sierra Vista. SEAGO is going to apply approximately \$15,000 in Legacy Grant funds to expand the study to include a Benson to Sierra Vista component. If these routes are found feasible, SEAGO will be applying approximately \$180,000 of Legacy Grant Funding to support a three-year pilot intercity connection.

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

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

Action Requested:

Information Only

Action Requested Below



# ADMINISTRATIVE COUNCIL PACKET

---

**MEMO TO:** ADMINISTRATIVE COUNCIL  
**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR  
**FROM:** CHRIS VERTREES, SEAGO TRANSPORTATION PLANNER  
**DATE:** JULY 27, 2016  
**SUBJECT:** SEAGO/SVMPO JOINT REGIONAL STRATEGIC HIGHWAY SAFETY PLAN

---

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

1. We completed the **Local Agency Study Sessions** on the following dates and times.
  - May 24, 2016, 8:30 – 10:30, Graham/Greenlee Counties
  - May 24, 2016, 1:00–3:00, SVMPO & Safety Committee, 3:00–4:00 Bike/Pedestrian Advocates
  - May 25, 2016, 8:30 – 10:30, Santa Cruz County
  - May 25, 2016, 2:00 – 4:00, Cochise County

**The meetings were attended by 47 people.**

2. Our first **Public Meeting** was held at the Sierra Vista Public Library on July 13, 2016. **It was attended by 14 participants.**
3. The online **Safety Survey** has been developed and distributed. The survey can be accessed at <https://gci.mysocialpinpoint.com/seago#/>. It is also available at [www.seago.org](http://www.seago.org). **We will be keeping the survey up and available through September 30, 2016.**
4. Crash data available on the ADOT database has been collected for the January 2011 to December 2015 data period.
5. Outreach to law enforcement agencies to verify the data has begun via phone.

The following are next steps involving plan development:

1. Amend TIP and obtain revised Eligibility Letter to reflect added costs of site visits and additional public meetings.
2. Detailed analysis of crash data.
3. Additional crash data collection through law enforcement outreach.

4. Additional outreach and participation in Safety Survey.
5. Determine emphasis areas.
6. TAC Work Session at September TAC Meeting. .

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

Action Requested:

Information Only

Action Requested Below



# ADMINISTRATIVE COUNCIL PACKET

---

**MEMO TO:** ADMINISTRATIVE COUNCIL

**THROUGH:** RANDY HEISS, EXECUTIVE DIRECTOR

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

**DATE:** JULY 27, 2016

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

---

SEAGO/Area Agency on Aging has sent out the SFY17 Subaward Renewal Offers based on allocation of funding from DES-DAAS.

Alert SFY17-3B State General Fund-Supplemental Payment Program Allocations was recently released, and it states that DES-DAAS has decided to terminate the Supplemental Payment Program (SPP), otherwise known as Direct Pay \$70 (DP7) Program. There are currently 83 clients in the entire State receiving a \$70 check to purchase housekeeping services in lieu of receiving a contracted housekeeping service. Currently, we have six of these clients in Region VI Area Agency on Aging. The final checks under this program will be disbursed by September 2016. Clients have been issued a letter from DES-DAAS and case managers are following up with those six clients in order to discuss this change and explain their options for obtaining housekeeping services. There were no appeal rights to this decision but clients get to decide if they want to receive contracted housekeeping services, and their respective case managers will handle the paperwork and submit to us for processing.

SEAGO/AAA in partnership with the Alzheimer's Association ended the fiscal year with the 2<sup>nd</sup> Annual Aging Conference which was held in Bisbee at the St. Patrick's Hall on June 10, 2016. This was a free, full-day event, and we had almost 60 participants and about 10 exhibitor tables. Our speakers informed the public about caring for someone with dementia through the stages, engaging persons with dementia, caring for the caregiver, long term care and advanced directives. SEAGO Executive Director Randy Heiss also made a presentation about SEAGO and the programs and services it provides in the four-county region. The Area Agency on Aging is willing and committed in continuing these conferences year after year in order to educate our residents in our communities and help raise awareness of aging issues.

August 2, 2016 was the SEAGO AAA's first Scam Jam which took place in Sierra Vista at the Canyon Vista Medical Center Wellness Depot from 1:00 to 4:00 P.M. DES-DAAS requires that SEAGO AAA host one Scam Jam per year and this was our first one. Ramona MacMurtrie spoke about how to protect yourself from fraud, scams, fake insurance, identity theft, internet scams, health care fraud and telemarketing fraud that frequently target baby boomers and older Arizonans.

**Attachments:** None.

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