

AGENDA



**REGULAR SESSION
HOUSING COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Room #106
TUESDAY, ~~DECEMBER 19, 2006~~
at 4:00 P.M.**

January 16, 2007

As a reminder, if you are carrying a cell phone, pager, computer, two-way radio, or other sound device, we ask that you turn it off at this time to minimize disruption of tonight's meeting.

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) December 19, 2006
 - b) **Set Next Meeting:**
 - 1) February 20, 2007 4 p.m. Regular Session
5. **Call to the Public for Items not on the Agenda.**
6. **Presentation by Paul Holguin with Prefab American Dream Source (PADS), followed with Commission discussion and consideration.**
7. **Discussion, consideration and recommendation to Council for the Town to establish the week of January 15-19 as "Homes for Arizonans Week" in support for the League of Cities and Town's resolution to promote attainable housing efforts.**
8. **Discussion, consideration and possible direction to Staff regarding the upcoming Public Workshop for the Town owned 5-acre property located on Cliffs Parkway. The Workshop is being facilitated by the Town in conjunction with the Drachman Institute on January 30, 2006 @ 6:00 p.m. at the Town Hall Complex in Room 206 and 207.**
9. **Discussion, consideration and selection of a Housing Commissioner to participate in the "Representative" group which will work with Staff and the Drachman Institute during the planning process for the Town owned 5-acre property located on Cliffs Parkway.**
10. **Discussion, consideration and general guidance to Staff regarding Affordable Housing and Neighborhood Revitalization Department budget.**
11. **Discussion, consideration and directions to Staff regarding the drafting of memo to notify potential residential developers applying for residential applications to Planning & Zoning, of the Town's goals in providing attainable housing and to request voluntary participation by the developer to help the Town meet its housing goals.**
12. **Call to the Public for Items not on the Agenda.**

There will be no Public input on the following items:

13. **Commission Informational Reports:** Individual members of the Commission may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the public of such events and activities. The Commission will take no discussion, consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.
14. **Staff Report**
15. **Adjournment**

Posted by: _____

Date/Time: _____

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

**MINUTES
REGULAR SESSION
HOUSING COMMISSION
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
TUESDAY, DECEMBER 19, 2006
at 4:00 P.M.**

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Commission motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion.

1. **Call to Order**
The meeting was called to order at 4:00 p.m.
2. **Roll Call**
Chairperson Bach, Vice Chairperson Garrison, Commissioners Carter and Freeman were present; Commissioner Everett arrived at 4:03 p.m.; Members McReynolds and Buchanan were absent.

Also Present: Housing Department Director Matt Morris, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.
3. **Pledge of Allegiance**
The Pledge was led by Commissioner Garrison.
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) October 17, 2006
 - 2) November 21, 2006: Cancelled
 - b) **Set Next Meeting:**
 - 1) January 16, 2007 4 p.m. Regular Session
 - c) **Approval of Housing Commission Quarterly Report as required by Section 4-2 of the Town Code.**

On a motion by Garrison, seconded by Freeman, the Consent Agenda was unanimously approved as presented, noting that the meeting set for January 16 should reflect the year 2007.
5. **Call to the Public for Items not on the Agenda.**
Town Clerk Debbie Barber made a public apology to the Commission for presenting the Guidelines to the Council for approval prior to a final review by the Housing Commission as she had promised. Barber explained that the problem arose because of a tight deadline in order to continue to be in the running for the grant application. She assured the members that even after the Department of Housing makes any changes the document will still come back to the Commission for review. Barber said she had enjoyed working with the Commission and recognized the importance of their work, adding that Wendy Escoffier also sent her regards. Barber also said that because of the Commission's work the Town is able to make grant applications.

There was no further public input.
6. **Discussion, consideration and possible selection of Chairperson.**
On a motion by Freeman, seconded by Garrison, the Commission voted unanimously to elect Jeremy Bach as Chairperson.

Bach commented that he has enjoyed the Chairmanship and would be willing to continue; however, he recognizes that it is a team effort and if there is someone the members would prefer, he would be happy to accept that.

7. **Discussion, consideration and possible selection of Vice-Chairperson.**
On a motion by Bach, seconded by Freeman, the Commission voted unanimously to elect Norma Garrison as Vice Chairperson.
8. **Discussion, consideration and possible direction to Staff regarding possible Pilot Project "Sleepy Hollow Subdivision" located on Nichols Street in Camp Verde.**
Staff was directed to look at whether it would be possible to meet a March deadline for significant progress, discuss affordable housing goals with the school district as well as other major employers, and bring back information to the Commission next month for a decision on the subject subdivision.
- Matt Morris advised the members that Dugan McDonald has expressed interest in partnering on a pilot project in connection with a conversation with Chairperson Bach. McDonald is currently developing the subject Sleepy Hollow Subdivision that has been approved for 21 units. Morris reviewed several different options and sources for funding, with input from Barber including the issue of timing requirements. It was pointed out that timing is an important factor for McDonald, since his project has now been approved and is ready to build. Mr. McDonald confirmed that he would be looking for significant progress within a three-month period. The members discussed in detail with Mr. McDonald some options, including working with builders for special price reductions, consideration of putting homes in a community land trust, the possibility of employers contributing to funding for affordable housing, borrowing money from a private source, and primarily the importance of getting a specific plan in place for working with Mr. McDonald. There was also some discussion regarding the possibility of selecting specific buyers, such as teachers or firemen; Barber reminded the members about the existing selection guidelines based on income requirements, adding that the attorney should be consulted as to whether selection could be based on professions or occupations. It was agreed that the subject project will be addressed again next month, staff was given direction on how to proceed, and it was suggested that Mr. McDonald might invite some builders and subcontractors to attend at that time.
9. **Arizona State Housing Fund Application Update.**
Morris pointed out that copies of the revised Guidelines were included in the agenda packets; the changes included are those that were suggested at the last Housing Commission meeting as well as the changes mandated by the State. Morris also explained and apologized for the need to present the document to the Council for approval without first bringing it back to the Commission. Barber said that at this point the Town is in the waiting game for word on the funding award; it should have been announced by October 31st. She added that she feels quite hopeful that no further changes will be made in the guidelines. The members discussed the possible award, which would be the requested amount of approximately \$389,000. The total amount of the project is estimated at \$442,727 for four site-built homes, or possibly manufactured homes. The cash match would come from the revolving loan fund and in-kind services.
10. **Presentation and discussion of technical assistance of the Drachman Institute, funded by the Arizona Department of Housing (ADOH), for the Town owned 5-acre site within the Cliffs Subdivision.**
Morris reported on his review of the history of the subject 5-acre parcel, and displayed a subdivision plat that had been proposed by the Town. Morris said he had met with representatives from the Drachman Institute, which is associated with the University of Arizona. Together with those two professional paid members of the Institute, students from the University would help supplement the work to be done. Morris said that the representatives have toured and have begun to analyze the site. They have discussed assisting in developing a type of concept geared toward meeting the Town's goals of providing money for the library and providing opportunities for affordable housing. Copies of the scope of work and timeline that the Institute has prepared were included in the agenda packets. The plan is to have the first neighborhood meeting in January to begin to scope out how the project will formulate. Three-

dimensional models are being created for the meeting. Morris emphasized the importance of getting the best turn-out possible for the meeting, since the Drachman Institute has a limited budget on the number of meetings that can be attended. Morris also said that the Institute representatives have recommended that the Commission establish early the category that will be served; for example., teachers, seniors, workforce. Various ideas for publicity were discussed, including a press release prepared by the Institute, newspaper articles and advertising. Morris said the Drachman Institute representatives have advised keeping the group that will be working with them as a workable, possibly seven-member group, since it will be making decisions throughout the process. After a discussion covering several options for publicity, Vice Chair Garrison volunteered to distribute flyers from door-to-door in the area around the subject five-acre parcel, for a minimum 300-foot perimeter; the members were asked to meet with Morris to contribute ideas for the flyer. The Drachman Institute had suggested having a Work Session, or meeting, one evening, and then meeting the following morning with the representative group to discuss the prior Work Session. The general consensus was to try to arrange a meeting around the end of January.

In summary, it was agreed that with the help of the members, Morris will coordinate contacting the Drachman Institute for a press release, working with the newspapers for publicity and getting permission from businesses to post flyers; arrange for a meeting location, possibly the gym; determine a meeting date and time, preferably a Saturday or evening, coordinating that with the Council and Drachman; and notify everyone by e-mail or phone calls, in addition to the flyer that will be prepared for distribution as discussed. As for the representative seven-member group that the Drachman Institute had recommended, it was suggested that it should possibly include one Council member, a Housing Commissioner, a member from the Library Commission, members from the two HOA's, and a member of staff, for example. It was recommended that the Commissioners meet with the Drachman Institute representatives for a pre-meeting briefing. It was also agreed that throughout the process the goal is to get the most money possible for the library.

11. **Discussion, consideration and possible direction to Staff regarding the possible update of the Housing Strategy.**

Staff was directed to take steps to get the census data updated, coordinate regionally by consulting with Cottonwood, Clarkdale and Sedona planners who are working on affordable housing, and research perceived community needs by working with the high school and universities, and report back to the Commission.

The discussion commenced with comments from the Commissioners expressing some frustration over what is perceived as extremely slow progress, if any, in achieving the goal of the group and what seems to be conflict in information on how to proceed. Morris suggested that the Commission offer ways for him to prioritize his time to accomplish the goals, explaining that the changes in staff have contributed to some delay in getting a more strategic plan in place. He cautioned that the members should not expect quick results since the issue of attaining affordable housing is complex and difficult at best because establishing a community land trust, for example, is a new concept. Morris invited the members to come into his office at any time to question what is currently happening or to share ideas; he also reviewed some of the accomplishments that have been made to date. It was agreed that an important step would be to get updated census data, possibly using information that was compiled in the redevelopment program; Garrison and Freeman volunteered to help with that effort. Morris commented on some of the sources that would be helpful, including the DES population projections, the Department of Housing recent statistics and graphs on housing. The members suggested that polling a number of Camp Verde residents would also be helpful in determining specific community needs.

NOTE: Commissioner Carter left the meeting at 5:29 p.m. due a prior commitment.

12. **Discussion, consideration and possible direction to Staff regarding the creation of a Community Land Trust Program.**

Staff was directed to arrange for Flagstaff personnel to attend a future Housing Commission meeting to review the Flagstaff program, and possibly invite HUD personnel as well, with the agenda to mainly concentrate on such presentations.

Morris reviewed his notes from meeting with Flagstaff personnel regarding creating a Community Land Trust Program including the different forms of programs available, referring to the copies of the articles published by the Institute for Community Economics, attached to the agenda packets. There was a brief discussion, with questions about the Flagstaff program and input from Bach and Morris.

13. **Staff Update on recently adopted Ordinance 2006-A336, an Ordinance of the Town of Camp Verde, Yavapai County, Arizona, adopting an amendment to the Town Code, Article 7-7 relating to enforcement procedures for violation of Town Codes, changing the heading thereof and adding Section 7-7-1 relating to inspection warrants.**

Chairperson Bach thanked Morris for following through with the request from Garrison to look into the issue of including provision for enforcement of Town Code violations; Garrison expressed her appreciation as well.

14. **Call to the Public for Items not on the Agenda.**

There was no further public input.

15. **Commission Informational Reports**

Freeman extended his wishes to everyone for a Merry Christmas and Happy New Year.

Back apologized to the members for canceling the November 19th meeting, explaining that he believed everyone was in agreement with that; in the future he will make sure there is a total consensus before such a decision is made.

16. **Staff Report**

Morris reported on several subdivisions getting ready to be reviewed by P&Z and Council, and briefly described the status of the following: Bella Vista, The Crossings at Cherry Creek, and Summerset at Simonton Ranch. Morris said that on January 3rd at 5:00 p.m. in the Council Chambers, Attorney Bill Sims will be making a presentation on the Open Meeting Law, and highly recommended that all the members plan to attend.

Morris also reported on his contacts with other apartments and agencies for alternatives for the residents regarding the Wright apartments issue and has forwarded the information received to the owner of that property.

Morris gave an update on efforts to appoint the members to the Design Review Commission, possibly sometime in January. Morris reported that Parks & Rec has purchased GPS equipment; he will be helping with inputting mapping information into the GIS material, and commented on the efforts to develop information regarding Black Bridge Park and Simonton Ranch that will be helpful to the Trails Committee in formulating trails plans. Morris also reiterated his policy for being accessible to the members and open to any suggestions.

17. **Adjournment**

On a motion by Everett, seconded by Garrison, the meeting was adjourned at 6:08 p.m.

Chairperson Jeremy Bach

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the

Housing Commission of the Town of Camp Verde during the regular meeting of the Housing Commission of Camp Verde, Arizona, held on the 19th day of December 2006. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2006.

Margaret Harper, Recording Secretary

STAFF REPORT

Housing Commission Meeting

January 16, 2007

Title

Presentation by Paul Holguin with Prefab American Dream Source (PADS), followed with Commission discussion and consideration.

Description of Item

As we have numerous potential attainable housing projects in the works, staff has been working to identify potential funding sources. Non-profit organizations have access to grants and funding not available to the Town. Mr. Paul Holguin, Vice President of Diamond Homes, is currently working to establish a non-profit organization called Prefab American Dream Source (PADS) to apply for funding and to provide attainable housing. Mr. Holguin will be giving a presentation regarding their efforts to establish PADS and attainable housing opportunities. Mr. Holguin has indicated that PADS is currently preparing to submit for funding in preparation of future projects. He has also indicated a desire for PADS to potentially increase their funding request to include funding for the Town owned 5-acre site and possibly the Sleepy Hollow Subdivision.

Attachments

None

Prepared by

Matt Morris

STAFF REPORT

Housing Commission Meeting

January 16, 2007

Title

Discussion, consideration and recommendation to Council for the Town to establish the week of January 15-19 as "Homes for Arizonans Week" in support for the League of Cities and Town's resolution to promote attainable housing efforts.

Description of Item

The Arizona Department of Housing (ADOH) and the League of Cities and Towns is officially identifying the week of January 15-19 as "Homes for Arizonans Week" and are asking communities to consider adopting an official proclamation to establish "Homes for Arizonans Week" in each community to show support for the League's resolution to promote attainable housing efforts. This item will be going to the Council on January 17th; I have included the Council staff report and draft proclamation.

Attachments

Council Staff Report, and Draft Proclamation.

Prepared by

Matt Morris

TOWN OF CAMP VERDE
Council Agenda Action Form

Meeting Type: Regular

Meeting Date:

Consent: **Executive Session/Confidential:** Type(s) of Presentation: Visual

AGENDA TITLE: (Be Exact): Possible approval of Proclamation declaring the week of January 15th - 19th as Homes for Arizonans Week

PURPOSE AND BACKGROUND INFORMATION: The Arizona Department of Housing (ADOH) and the League of Cities and Towns is officially identifying the week of January 15-19th as "Homes for Arizonans Week" and are asking all communities to consider adopting an official proclamation to establish "Homes for Arizonans Week" in each community to show support for the League's resolution to promote attainable housing efforts.

STAFF RECOMMENDATION(S): Approve

LIST ALL ATTACHMENTS: Proclamaition

Type of Document Needing Approval (Check all that apply):

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Grant Submission | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application | <input type="checkbox"/> Ordinance | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Resolution | <input type="checkbox"/> Special Consideration |
| <input type="checkbox"/> Special/Temp Use Permit | <input type="checkbox"/> Other: | <input type="checkbox"/> Presentation/Report Only |

Finance Director Review

Budgeted/Amount N/A \$

Comments:

Fund:

Line Item/:

Submitting Department: Housing & Neighborhood Revitalization
Morris

Contact Person: Matt

Town Manager/Designee: _____

Please Note: You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.

**Town of Camp Verde
Camp Verde, Arizona**

PROCLAMATION
Declaring January 15th – 19th as:

HOMES FOR ARIZONANS WEEK

- Whereas,** The need for housing affordability is of paramount interest to the citizens of Arizona; and
- Whereas,** Housing is the single largest expenditure for most families and the single largest source of wealth for most homeowners; and
- Whereas,** The development and preservation of housing provides a major stimulus to our economy, generating more than one-fifth of the nation's gross domestic product; and
- Whereas,** An economically diverse housing stock is extremely important to communities' future economic and social well being; and
- Whereas,** Access to a suitable labor pool is hindered by a lack of housing options; and
- Whereas,** Safe and decent housing promotes family and community stability and creates a positive environment for raising children, and
- Whereas,** Many Arizonans live in overcrowded, substandard, and otherwise inadequate housing, with many more paying over 30 percent of their income for housing and at significant risk of losing their housing and becoming homeless; and
- Whereas,** Cities and Towns throughout Arizona are actively engaged in increasing housing opportunities for their citizens and are doing so through the successful effort of partnership of public, private and nonprofit organizations;

NOW THEREFORE, I, Tony Gioia, Mayor of the Town of Camp Verde, Camp Verde, Arizona, do hereby proclaim the week of January 15th – 19th as:

HOMES FOR ARIZONANS WEEK

In the Town of Camp Verde, and do hereby urge all residents of this community to comply with, and show their support for the letter and spirit of the *Fair Housing Acts*.

Issued this 17th day of January 2007.

Tony Gioia, Mayor

ATTEST:

Deborah Barber, Town Clerk

STAFF REPORT

Housing Commission Meeting

January 16, 2007

Title

Discussion, consideration and possible direction to Staff regarding the upcoming Public Workshop for the Town owned 5-acre property located on Cliffs Parkway. The Workshop is being facilitated by the Town in conjunction with the Drachman Institute on January 30, 2006 @ 6:00 p.m. at the Town Hall Complex in Room 206 and 207.

Description of Item

At the December Housing Commission meeting, the need for good public advertisement of the upcoming Workshop was established. As such, Staff has been working on multiple notification strategies. A press release was drafted by the Drachman Institute and will be included in the Town's Page on January 27th. In addition, Staff has spoken with the local editors to include some upcoming articles on attainable housing and the upcoming Workshop. Staff will also post the 5-acre property similar to a rezone application. We are also mailing a letter of notification to all property owners within 300' of the 5-acre property. Staff has also created a draft flyer for your review, and Staff is requesting assistance from the Commission in delivering these flyers.

Attachments

Press Release, Draft Flyer, and Draft Notification Letter.

Prepared by

Matt Morris

FOR IMMEDIATE RELEASE

**ATTAINABLE/WORKFORCE HOUSING DESIGN DEVELOPMENT
COMMUNITY WORKSHOP**

**TUESDAY, JANUARY 30, 2007, 6:00 P.M., AT TOWN HALL COMPLEX ROOM
206 & 207.**

CONTACT PERSON: Matthew J. Morris, Director
Affordable Housing & Neighborhood Revitalization
Town of Camp Verde
473 South Main Street, Suite 108
Camp Verde, Arizona 86322
Main: 928.567.8513 ext. 115
Fax: 928.567.7401
Email: mmorris@cvaz.org

The Town of Camp Verde has partnered with the *Arizona Department of Housing* and the *Drachman Institute* at *The University of Arizona* to develop attainable housing options for the residents of Camp Verde.

As part of this initiative, the *Drachman Institute*, which serves as the community outreach and research arm of the College of Architecture and Landscape Architecture, will be facilitating a **Design Development Workshop on January 30, 2007, 6:00 P.M., at Town Hall Complex Room 206 and 207.**

Community members are strongly encouraged to take part in this workshop to help determine what features should be included in new attainable workforce housing development in the community. Some aspects to be explored include green building initiatives, native plants and landscape design, streetscape, walking paths, housing densities, housing types and design, and mixed-use development including neighborhood retail and light commercial.

The Town of Camp Verde has identified a 5-acre site adjacent to the Bluff's Subdivision fronting Cliff's Parkway as a promising site for implementing housing and this site will be the focus of the **Design Workshop**. Architectural designers from Drachman Institute and staff members from the Town of Camp Verde and the Arizona Department of Housing will be present during this hands-on, participatory session to record ideas, concerns, and goals for the development of the site and to answer questions.

The workshop will be offered in one session only on Tuesday, January 30th, 6:00 p.m.-9:00 p.m. at Town Hall Complex Room 206 & 207. Refreshments will be provided.

COMMUNITY DESIGN WORKSHOP



The Town of Camp Verde invites you to get involved in the upcoming Community Workshop to help the Town plan the Town owned 5-acre property located on Cliffs Parkway near the Verde Cliffs Subdivision.

When?

JANUARY 30, 2007 @ 6 P.M.

Where?

TOWN HALL COMPLEX
473 SOUTH MAIN STREET
ROOM 206 & 207

COMBINED EFFORT!

The Town has partnered with the Arizona Department of Housing and the Drachman Institute at The University of Arizona to develop attainable housing for the residents of Camp Verde, and we need



TOWN OF CAMP VERDE

P.O. Box 710 ♦ 473 S. Main Street ♦ Camp Verde, Arizona 86322 ♦ (928) 567-6631 FAX 567-9061
Marshal 567-6621 ♦ Parks & Recreation 567-0535 ♦ Community Development 567-8513 ♦ www.campverde-az.gov

January 11, 2007

DRAFT

Dear Camp Verde Property Owner:

You are invited to attend an upcoming Workshop to help the Town create a development plan for the Town owned 5-acre property located on Cliffs Parkway, parcel # 404-28-439. The Town has partnered with the Arizona Department of Housing and the Drachman Institute, at the University of Arizona, to develop attainable housing options for the residents of Camp Verde.

You are strongly encouraged to take part in this workshop to help determine what features should be included in the design of the Town property. Some aspects to be explored include green building initiatives, native plants and landscape design, streetscape, walking paths, housing densities, housing types and design, and mixed-use development including neighborhood retail and light commercial.

Architectural designers from the Drachman Institute and staff members from the Town of Camp Verde and the Arizona Department of Housing will be present during this hands-on, participatory session to record ideas, concerns, and goals for the improvement of the site and to answer questions.

The Community Workshop will be held:

**Tuesday January 30, 2007 @ 6:00 p.m.
Town Hall Complex, 473 South Main Street
Room 206 & 207**

If you have questions or need additional information, please contact me at 928-567-8513, ext. 115 between 8 a.m. and 5 p.m., Monday-Friday.

Sincerely,

Matthew J. Morris, Director
Housing & Neighborhood Revitalization



Handicap Relay: Voice: 1-800-842-4681 ♦ TDD: 1-800-367-8939



STAFF REPORT

Housing Commission Meeting

January 16, 2007

Title

Discussion, consideration and selection of a Housing Commissioner to participate in the Representative Group which will work with Staff and the Drachman Institute during the planning process for the Town owned 5-acre property located on Cliffs Parkway.

Description of Item

During the December Housing Commission meeting, the Commission discussed a general make up of the Representative Group. Currently Staff is working to establish the group with one Council Member, one Planning and Zoning Commissioner, one Library Commissioner, a Board Director from the Verde Cliffs Home Owners Association, and one Housing Commissioner. Staff requests the Housing Commission identify a Commissioner for this important task.

Attachments

None

Prepared by

Matt Morris

STAFF REPORT

Housing Commission Meeting

January 16, 2007

Title

Discussion, consideration and general guidance to Staff regarding Affordable Housing and Neighborhood Revitalization Department budget and review of Town Revolving Loan Fund.

Description of Item

The Town Code under item D of Article 4-4, GENERAL DUTIES AND REQUIREMENTS, states that boards and commissions should review the proposed budget of the affected department where appropriate. Such review should provide general guidance to the department. No formal changes to the proposed budget can be made without the department head's approval. Should conflicts arise, such may be referred to the Town Manager in writing, if deemed appropriate.

A copy of the 2006-07 budget and current budget totals is attached to this report for your review and comment. In addition, information regarding current account balances for the Town's Revolving Loan Fund is attached for your review and comment.

Attachments

The 2006-07 Affordable Housing & Neighborhood Revitalization Department Budget, current department budget totals, and current Revolving Loan Fund balance.

Prepared by

Matt Morris

01 50-14 HOUSING

NUMBER	DESCRIPTION	ESTIMATED		
		2005/2006 BUDGET	2005/2006 ACTUAL	2006/2007 BUDGET
6000	Salaries			47,665
6002	Health, Life & STD Insurance			6,705
6003	Dental Insurance			310
6009	Training			3,000
6010	Travel			2,000
6011	Subscriptions/Memberships			600
6020	Fuel/Oil/Lube			800
6030	Computer Service/Software			2,000
6040	Office Supplies			1,500
6075	Advertising			3,000
7011	Unemployment Insurance			72
7012	Workmans Compensation			229
7013	Medicare			691
7014	FICA			2,955
7015	Retirement			4,338
TOTAL		\$ -	\$ -	\$ 75,865

Salaries Include:
Housing Director

Run date: 01/04/2007 @ 14:34
 Bus date: 01/04/2007

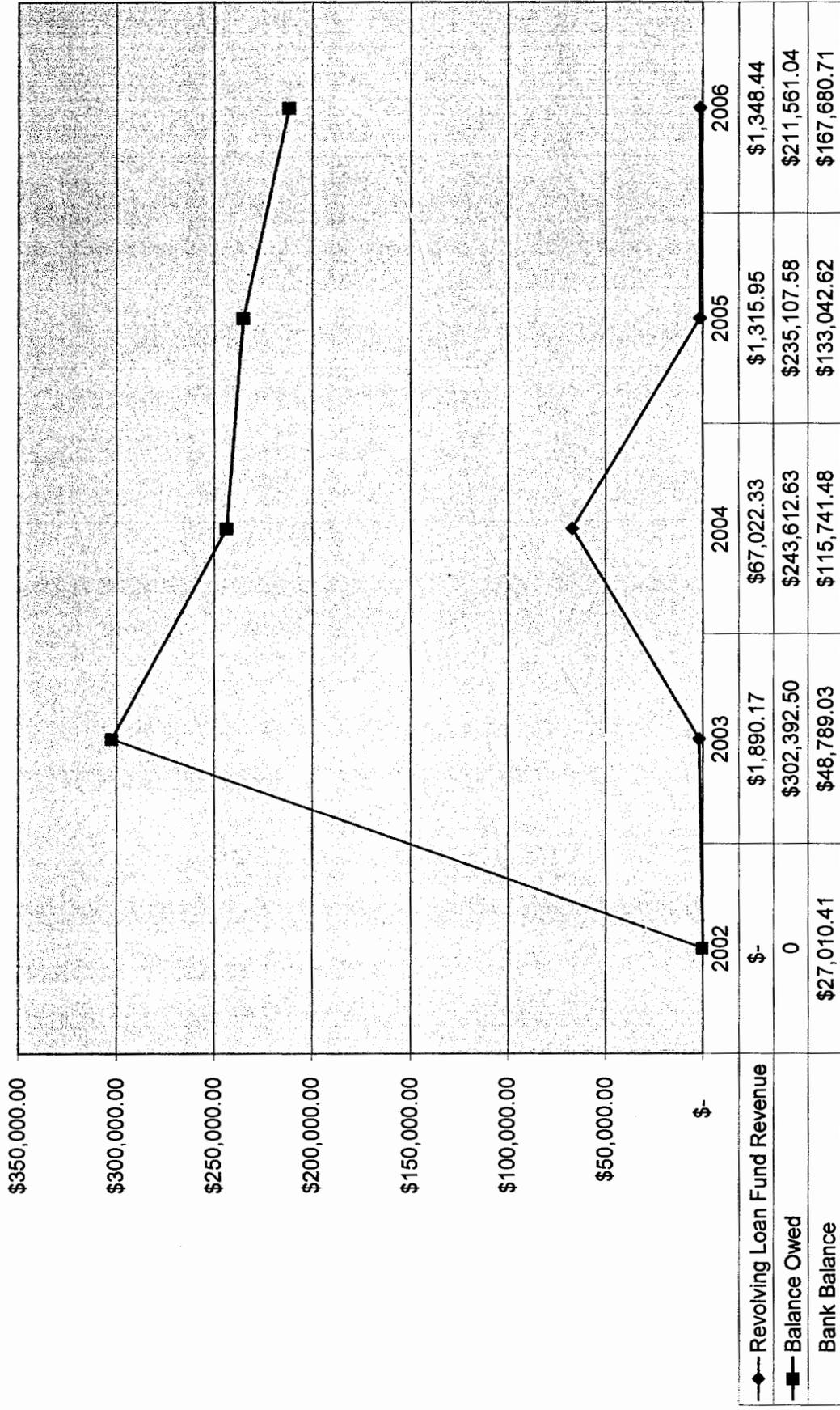
TOWN OF CAMP VERDE, ARIZONA
 R/E Act vs Bud W/Encumbrance

Select...: AXZ XX-XX XXXX
 GLREAB4.L02 Page 6

01 50-14 HOUSING DEPARTMENT

Description	Fiscal year thru period ending 12/31/2006					
	Month to date	Year to date	Ytd encumbrnce	Annual budget	Annual var	% used
6000 SALARIES	4,265.46	16,961.07	.00	47,665.00	30,703.93	35.6%
6002 HEALTH INSURANCE	464.60	1,238.34	.00	6,705.00	5,466.66	18.5%
6003 DENTAL INSURANCE	1.36	5.87	.00	310.00	304.13	1.9%
6009 TRAINING	.00	95.00	.00	3,000.00	2,905.00	3.2%
6010 TRAVEL	.00	.00	.00	2,000.00	2,000.00	.0%
6011 SUBSCRIPTIONS/MEMBERSHIPS	.00	.00	.00	600.00	600.00	.0%
6020 FUEL/OIL/LUBE	.00	.00	.00	800.00	800.00	.0%
6030 COMPUTER SERVICES/SOFTWARE	.00	.00	.00	2,000.00	2,000.00	.0%
6040 OFFICE SUPPLIES	43.03	244.93	.00	1,500.00	1,255.07	16.3%
6075 ADVERTISING	.00	853.57	.00	3,000.00	2,146.43	28.5%
7011 UNEMPLOYMENT	.00	.00	.00	72.00	72.00	.0%
7012 WORKMAN'S COMPENSATION	.00	83.34	.00	229.00	145.66	36.4%
7013 MEDICARE	61.85	245.93	.00	691.00	445.07	35.6%
7014 FICA	264.46	1,051.38	.00	2,955.00	1,903.62	35.6%
7015 RETIREMENT	388.18	1,034.33	.00	4,338.00	3,303.67	23.8%
Total EXPENDITURE	5,488.94	21,813.76	.00	75,865.00	54,051.24	28.8%

Revolving Loan Fund Balance



◆ Revolving Loan Fund Revenue ■ Balance Owed Bank Balance

STAFF REPORT

Housing Commission Meeting

January 16, 2007

Title

Discussion, consideration and directions to Staff regarding the drafting of memo to notify potential residential developers applying for residential applications to Planning & Zoning, of the Town's goals in providing attainable housing and to request voluntary participation by the developer to help the Town meet its housing goals.

Description of Item

At the August Housing Commission meeting, the Commission requested Staff to work with the Chair or Vice Chair to send a memo on all proposed developments to the Planning and Zoning Commission and to the Council, to request that the developer consider voluntarily participating in providing workforce housing. As such, Staff is looking for comments on what should be included within the memo.

Attachments

None.

Prepared by

Matt Morris