

## AGENDA



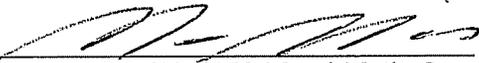
**REGULAR SESSION  
HOUSING COMMISSION  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street, Room #106  
TUESDAY, March 17, 2009  
at 4:00 P.M.**

*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) January 20, 2009 Regular Session
    - 2) February 17, 2009 Regular Session – Cancelled
  - b) **Set Next Meeting:**
    - 1) June 16, 2009 Regular Session
5. **Call to the Public for Items not on the Agenda.**
6. **Discussion, consideration, and possible recommendation to Town Council of Proclamation declaring the month of April as "Fair Housing Month".**
7. **Discussion, consideration and possible recommendation to Town Council of strategic goals and objectives to be accomplished by the Housing Commission during the 2009 year. (Item requested by Vice Chair Buchanan)**
8. **Discussion, consideration, and possible recommendation to Town Council regarding possible direction to staff relative to holding in abeyance any actions relative to enforcing the transaction privilege tax on residential rental properties in the Town of Camp Verde, as an attainable housing strategy. (Item requested by Vice Chair Buchanan)**
9. **Discussion, consideration and possible recommendation to Town Council regarding preparation of Housing Commission agendas and general staff support. (Item requested by Vice Chair Buchanan)**
10. **Discussion and consideration to build in time estimates into Housing Commission meeting agendas as a time managing measure to improve efficiency of meetings. (Item requested by Vice Chair Buchanan)**
11. **Staff presentation of HOME/HTF Grant #318-07 final report, including before and after photos of five homes rehabilitated or replaced through grant project.**

**There will be no Public input on the following items:**

12. **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.
13. **Staff Report**
14. **Adjournment**

Posted by: 

Date/Time: 3-13-09 / 4:55 P.M.

*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.

## AGENDA



**REGULAR SESSION  
HOUSING COMMISSION  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street, Room #106  
TUESDAY, February 17, 2009  
at 4:00 P.M.**

1. **Call to Order**
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  - a) **Approval of the Minutes:**
    - 1)
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5. **Call to the Public for Items not on the Agenda.**

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Posted by: \_\_\_\_\_ Date/Time: \_\_\_\_\_

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**MINUTES  
REGULAR SESSION  
HOUSING COMMISSION  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
TUESDAY, January 20, 2009  
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 Buchanan, Commissioners McReynolds, Davis, Blue and Varela were present; Roddan was absent.

**Also Present:** Housing Department Director Matt Morris and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Buchanan.

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 21, 2008 Regular Session
- 2) November 18, 2008 Regular Session – Cancelled, lack of quorum
- 3) November 25, 2008 Special Session
- 4) December 16, 2008 Regular Session - Cancelled

b) **Set Next Meeting:**

- 1) **No meeting set**

On a motion by McReynolds, seconded by Blue, the Consent Agenda was unanimously approved as presented. 4.b) was addressed during discussion on Item 6.

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

There was no public input.

6. **Discussion, consideration and possible recommendation to Town Council regarding the closure of the Housing and Neighborhood Revitalization Department, and the decommissioning of the Housing Commission.**

On a motion by McReynolds, seconded by Varela, the Commission voted unanimously to recommend that the Town Council **not** decommission the Housing Commission, but to keep it going.

Director Morris reminded the members that there had been a lack of consensus at the last meeting regarding the decision of the Council to close the Housing and Neighborhood Revitalization Department and decommission the Housing Commission, and the issue has been continued until this meeting. Morris suggested two alternatives for the members to consider: one, not dissolve the Housing Commission but to meet on a less regular schedule. A second option, which Morris said he leaned toward, would be to go ahead and dissolve the Housing Commission, but form a group of interested citizens, which would eliminate the need to conform to the Open Meeting Law requirement since it would not be a formal commission. Such a group could still provide input to the Town but would not involve staff time. At this time, the work is focusing on closing on the HOME grant; the Loan Committee is moving forward with five general

rehab; four of those are replacements, and the other is a rehab as requested by the owner. It is unknown whether the Town plans on publicizing or promoting the program when it is completed.

The members discussed the options presented by Morris, questioning whether such an informal committee would be subject to the possible perception of conflict of interest in some instances and expressing concern about the need for housing in the Verde Valley. Morris suggested membership in the group working on a Housing Authority for the Verde Valley through the Regional Task Force, and that members from Camp Verde would have some value in terms of what they might contribute. Morris added that the Revolving Fund will continue and the rehab program will not go away, but will continue as it has the last couple of years. The issue of the Parkway Homes project was raised; Morris pointed out the state of the economy that leaves the project on the shelf for now.

The suggestion to form an informal committee of citizens was discussed at length. General concerns were expressed, including a lack of faith in the effectiveness of the Regional Task Force and the staff time that would still be needed in order for a special interest group to bring issues to the Council. There was strong objection to the mindset of the Council to stop the Commission and refusal to believe that the members lending their combined expertise and professional experience to the Council is not worth the cost of preparing for a meeting. There was a comment that tomorrow night is a last opportunity to appeal to the Council in this regard. It was suggested that there are better ways to balance the budget than to eliminate citizen volunteer efforts in the Town.

The members continued to express a general consensus stressing concern and objection to eliminating the formal Commission, as well as concern over the severe curtailment of time that Morris will be allowed to devote to the housing issues. There was discussion about the task assigned to Morris to review and rewrite the current Zoning Codes, and a comment that the way the codes have evolved has made housing increasingly more expensive. It was suggested that there may be a way to make changes, and asked what approach could the group of interested citizens use to help the Town realize they have created a very punitive and expensive impact on housing and development in general. Morris reminded the members that it would be up to the group, perhaps through a spokesperson, to identify hurdles or opportunities to promote attainable housing, and again pointed to involvement in the Housing Task Force.

7. **Commission Informational Reports:**

**Buchanan** referred to the brochure copies she had distributed regarding the Arizona Town Hall Community Outreach Program; the event is focused around housing and is set for a week from today at Yavapai College on Verde Valley Campus in Clarkdale. Reservations are being taken through Friday as well as on the Arizona Town Hall Website. Buchanan also distributed copies of a brochure on a public forum on supplementary local audit procedures that the Town is considering and will be on the agenda in February. Buchanan added that she has enjoyed working with everyone, hopes the good work will continue, and urged the others to show up at the Council meeting tomorrow night.

**Blue** commented that whatever form it takes, he feels the citizens of Camp Verde should have some type of committee; housing takes a broad spectrum and there are many ways to contribute. He objected to the Town government making a personnel change that causes housing to suffer; which is more important, the Housing Commission or rewriting the Codes. Blue hopes the Council will reconsider instead of throwing the Housing Commission under the bus.

**Varela** agreed with the comments from Blue.

**McReynolds** also agreed that the members should make their voices heard loud and clear.

**Davis** urged the others to speak for her since she will be out of town; she totally disagrees with the Council.

**Bach** said that he will present the Quarterly Report at the Council meeting, and apologized for not having prepared it sooner. He added that it has been nice serving with everybody; he hopes that people continue to work on things they believe in, and it was inspiring to see everybody come together.

8. **Staff Report**

Morris also mentioned the Arizona Town Hall meeting; he said he had just handed out the report that went to the local committee, and briefly outlined what the report contained. Morris added that he appreciated the work everyone has done.

9. **Adjournment**

On a motion by McReynolds, seconded by Varela, the meeting was adjourned at 4:41 p.m.

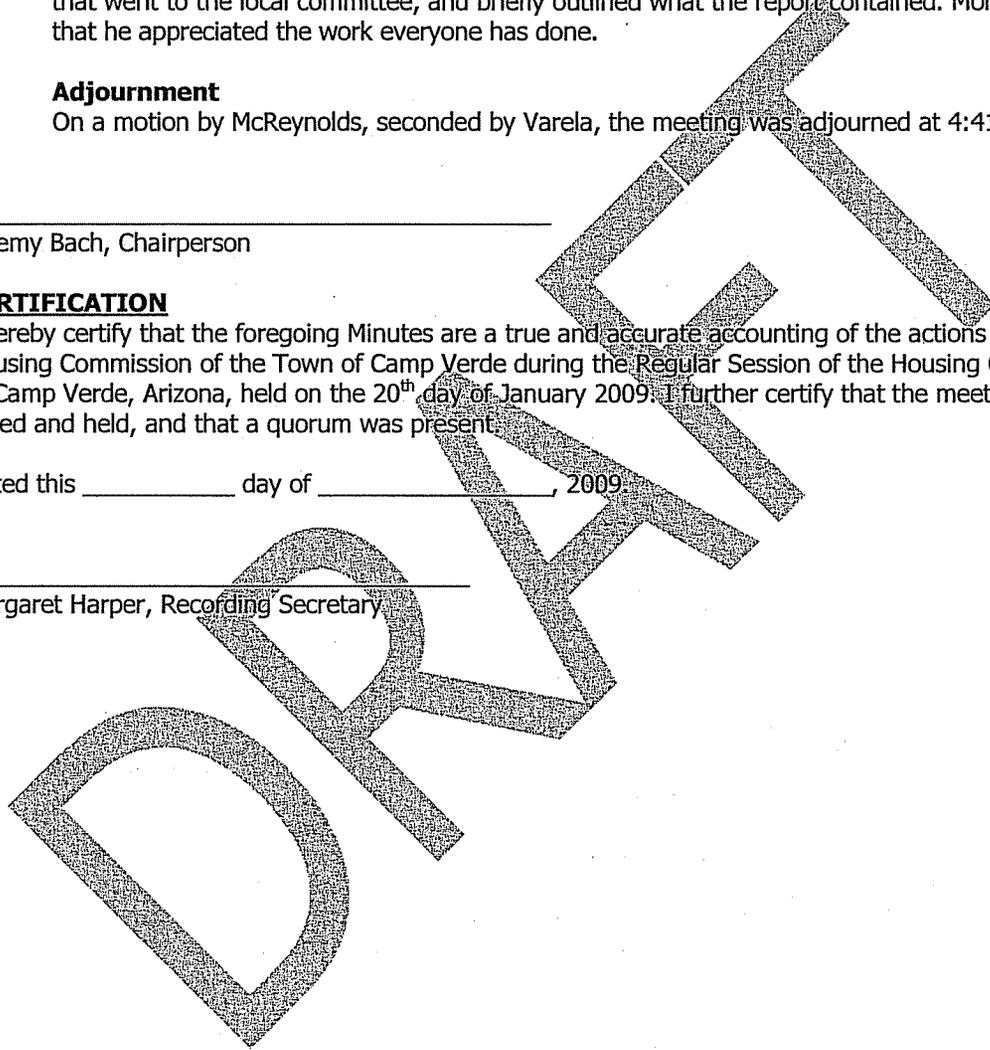
\_\_\_\_\_  
Jeremy Bach, Chairperson

**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 Session of the Housing Commission of Camp Verde, Arizona, held on the 20<sup>th</sup> day of January 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

\_\_\_\_\_  
Margaret Harper, Recording Secretary



regarding actions to take to ensure that expenditures are kept within the revenues collected for the remainder of the 2008-2009 fiscal year. (Staff Resource: Lisa Elliott)  
There was no action taken.

Scannell reviewed the details from his staff report dated February 27, 2009 outlining the status of the Town's budget. The report indicated that the Town should make it through this fiscal year without any substantial reductions; next year is the big issue. Scannell said the next financial report will be made on April 1, 2009. The external auditor, Ms. Lombard, will be presenting her report on the audit for the Town at the March 18<sup>th</sup> meeting for the period ending June 30, 2008.

The members briefly discussed with Scannell the report and the accompanying graphs, with recommendations for clarification for the benefit of the Council as well as the public.

There was no public input.

13. **Discussion, consideration, and possible direction to staff relative to setting a policy for legal expenses as they relate to unauthorized citizen and media contact with the Town Attorney.** (Staff Resource: Michael Scannell)  
The Town Attorney was directed not to bill for items or conversations unauthorized outside of Council's direction or staff needs; it is up to the Counselor to choose to converse with press directly but it is not to be at the expense of the Town.

Scannell said it had been called to his attention recently that a member of the press had made contact with the Town's Legal Department and the Town had received a billing for that; there also had been contact with the Legal Department by one candidate. Scannell felt that the policy for such contacts should be reestablished, in that it was not fiscally prudent to have members other than Council and staff consulting with the Town's legal staff.

Town Attorney Bill Sims spoke briefly to explain how the conversations with both the reporter and the candidate occurred, his philosophy and integrity on how he bills the Town, praise for a very strong, knowledgeable Town staff, and assurance that similar misunderstandings will not occur.

#### **PUBLIC INPUT**

(Comments from the following individual are summarized.)

**Robin Whatley** questioned whether the proper procedure for outside inquiries to legal staff should go through the Town Manager, for example, the call from the candidate. (*It was suggested that would be the better approach.*)

There was no further public input.

*Councilor Smith requested item #14:*

14. **Discussion, consideration, and possible direction to staff relative to a) holding in abeyance any actions relative to enforcing the transaction privilege tax on residential rental properties in the Town of Camp Verde and b) to prepare an analysis for the Council's review and to deliver said analysis on or before March 18, 2009 of those options that exist with respect to developing new sources of revenue to offset the loss of revenue that may flow from the rescission of the transaction privilege taxes currently levied on residential rental properties in the Town of Camp Verde.**  
Staff was directed to provide data by the next meeting on the yield on the subject tax generally, broken out by residential and commercial, for review by the Council and decision on what action to take; the data will be based on the current level of compliance.

Smith explained that because of the "marginal living areas" in Town, to start levying a 2 percent residential rental tax might be taking away meals from families, and he referred to some existing low-cost rentals. Smith said he is looking for an open discussion on how Council feels about the possibility of the tax making attainable housing even more difficult to find.

#### **PUBLIC INPUT**

(Comments from the following individuals are summarized.)

**Ethel Fabrin** said she is an assistant to a landlord, and she is "totally dismayed" at the idea of raising new revenue on the backs of those who are already cinching their belts and can least afford it; there continues to be less income all the way around and the prospect of a 2 percent tax "is abominable."

**Dobie Champion** said that she has to agree with everything that Ms. Fabrin just stated, particularly at this time, with the economy like it is; it is almost unconscionable that money is to be extracted from people who are barely making it as it is. This is adding to all the negativity that is going on in the Town right now.

Linda Buchanan believes the timing is wrong, the topic should be held in abeyance, it is not fair. Camp Verde is not known for luxury tax units; this is truly borne on the backs of the people who are least equipped to pay it; hold it in abeyance until more data would be available. Perhaps Mr. Zelachowski could lead a discussion in a work session; the Town is desperate for the money but Ms. Buchanan questions the mechanism. *Following a later statement by Mayor Gioia*, Buchanan spoke again to explain that some confusion arose from the meetings with Mr. Zelachowski, and the Consent Agenda authorized him to now start doing his work. She said there are landlords who had not been aware of the tax provision, and so it feels like a new tax and that is why there is the request to hold it in abeyance.

Pete Roulette, a landlord, said that his tenants are struggling to pay the rent right now; the timing is wrong and the issue should be held in abeyance.

There was no further public input.

Gioia pointed out that the discussion is about taking an existing tax off the book, not that the Council is talking about a new tax. Smith said he is concerned about the impact on affordable housing while trying to be fair in collecting taxes; he is aware that there are a lot of units in the community that are not in compliance but would recommend that Council hold it in abeyance and research what the financial impact is relative to the Town, and if significant remove it from the Code. Gioia reminded him that the Council is only asking for information from staff at this point. Attorney Sims cautioned that the members are getting into the Model Tax Code, and gave examples of how the Town could choose operations on which to impose the privilege tax, and the rate to impose; it would be irrational to charge residential less than commercial, but if the Council wanted to do so, Sims believes that could be justified.

Scannell summarized what he understood was expected from staff, and that was to give the Council data at the next meeting on the yield on the tax generally, broken up by residential and commercial, and Council can then decide what they would like to do; that data to be based on the current level of compliance; the members agreed with that understanding.

15. **Discussion, consideration, and possible direction to staff to prepare an ordinance adopting Robert's Rules of Order, as modified that best fits the Town's needs for Council consideration at the earliest possible date.** *(Staff Resource: Michael Scannell)*  
Staff was directed to proceed with drafting a Standard Procedure Policy based on a modification of Robert's Rules of Order.

Scannell commented that Councilor Garrison had brought up the issue of Rules of Order regarding an incident in the past, and that goes to the heart of this agenda item, Robert's Rules of Order. Scannell reviewed the history leading to this subject, primarily Garrison wanting answers to the question of how to operate appropriately and consistently. Without that consistency, rules from time to time appear to change. Scannell said that many jurisdictions employ Robert's Rules of Order as a rule book, modifying some of those Rules to fit their particular culture. Scannell said he believes that adopting and modifying the Robert's Rules of Order to fit the Town's needs and interest would address the concern expressed by Garrison, and would be the guide that the Council would use in its deliberations and actions and would maintain order to the process.

Garrison confirmed what Scannell had summarized, and cited some examples, including research she had done to try to find answers; the League of Cities and Towns said that without a Standard Procedure Policy based on a modification of Robert's Rules, they were unable to discuss her concerns. Garrison said that there should be basic, clear rules set forth in a book for reference and guidance. Smith outlined a previous unsuccessful attempt to try to adopt a version of Robert's Rules of Order, and agreed it was time to revisit adopting a "road map" for guidance. The members discussed their past experience with different Mayors and their interpretations of the Rules; Garrison suggested that establishing a Standard Procedure Policy now would also be helpful for the new Council coming in. Gioia said that if Council wishes, staff would be directed to draft such a policy based on modifying Robert's Rules of Order.

#### **PUBLIC INPUT**

(Comments from the following individuals are summarized.)

Pete Roulette said he is glad the topic came up because he has observed conflicts in responding to the public when they came to the podium to speak. *(Gioia explained the responsibility of the Mayor, or Chairperson, to maintain order in a meeting, and the difference between being able to respond to an item that had not been agendized and one that had. A brief discussion followed to reiterate the need for consistency.)*

## Matt Morris

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**From:** Buchanan, Linda [Linda.Buchanan@yc.edu]  
**Sent:** Thursday, March 05, 2009 9:28 AM  
**To:** Matt Morris; 'Jeremy'  
**Cc:** muleman@swiftwireless.com; dbarber@cvaz.org  
**Subject:** Request for Housing Commission Agenda Item

Hello Matt & Jeremy-

As a result of last night's Council meeting, I would additionally request we add item #14 from the 3/4 Council agenda to the 3/17 Housing Commission agenda.

If he's willing and it's appropriate, I think it would be great to have Councilor Smith present this item at the Housing Commission, as he has additional background information that might be of value to the Commission. -lb

Linda Wolfe Buchanan, M.Ed.  
Community Education Coordinator  
Yavapai College - Verde Campus  
601 Black Hills Drive  
Clarkdale, Arizona 86324  
Office: 928-634-6530  
Fax: 928-717-7895

-----Original Message-----

**From:** Matt Morris [mailto:mmorris@cvaz.org]  
**Sent:** Thursday, March 05, 2009 8:47 AM  
**To:** Buchanan, Linda; 'Jeremy'  
**Subject:** RE: New Meeting Format

Linda,

I will put the items you listed below on this month's housing commission meeting. I agree that identifying goals and objectives should be a priority for the commission at this time.

Talk to you later,

Matt M.

\*All Messages created in this system belong to the Town of Camp Verde and should be considered a public record subject to disclosure under the Arizona Public Records Law (A.R.S. 39-121). Town employees, Town public officials, and those who generate e-mail to them, should have no expectation of privacy related to the use of this technology.\*

-----Original Message-----

**From:** Buchanan, Linda [mailto:Linda.Buchanan@yc.edu]  
**Sent:** Friday, February 06, 2009 12:02 PM  
**To:** 'Matt Morris'; 'Jeremy'  
**Subject:** New Meeting Format

Hello Matt & Jeremy-

I want to try something really different for our future Housing Commission meetings.

First, we need to clarify when the next meeting will be held, which may be determined at the next Council meeting. I'm wondering if we should propose the 2nd month of each quarter (Feb, May, Aug, Nov)?

I would also like to propose that we (Commission) take over planning our agenda. We would still need Clerk's services for correct posting. Tony has expressed an interest in working with the agenda planning, and I think it would be interesting to see what he brings forth. Matt could certainly make suggestions, or requests, especially in areas where grant requirements or other deadlines must be met. Tony could prepare the agenda, and present it to the Chair for approval. When approved, it would be posted by staff.

Obviously, our meetings will still require the services of a transcriptionist, and clerical services for posting the minutes. I do not think we ordinarily need staff present during the meeting, with the exception of a staff report during the first 5, 10 or 15 minutes of the meeting. If we stay with the 4 p.m. time slot, Matt could join us at the end of his business day. We are capable of managing Open Meeting decorum.

I also propose we build time estimates into our agenda, and attempt to conduct our business in a 90 minute (or less!) format. Seeing times projected on the agenda helps keep everyone on track.

Finally, I would like to propose that at our next meeting, we allocate 20 minutes for strategic planning. Specifically, what we, as a Commission, expect to accomplish during the coming year (Year 2010 Housing Plan? Vendor/Procurement Review? Neighborhood Revitalization Task Force?)

Using this approach would substantially reduce the demands on Matt's time. It would maximize the efficiency of the Commission, and create a stronger sense of purpose. I realize these suggestions might seem radical, but I think the current Signs of the Times require an innovative approach. I look forward to your feedback, including alternate suggestions. -lb

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928-634-6530 (office)  
928-717-7895 (fax)

## **Matt Morris**

---

**From:** Buchanan, Linda [Linda.Buchanan@yc.edu]  
**Sent:** Friday, February 06, 2009 12:02 PM  
**To:** 'Matt Morris'; 'Jeremy'  
**Subject:** New Meeting Format

**Follow Up Flag:** Follow up  
**Due By:** Tuesday, March 10, 2009 12:00 AM  
**Flag Status:** Completed

**Attachments:** image001.gif

Hello Matt & Jeremy-

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**TOWN OF CAMP VERDE  
Council Agenda Action Form**

**Meeting Type: Regular**

**Meeting Date:** March 18, 2009

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

**AGENDA TITLE:** (Be Exact): Possible approval of Proclamation declaring the month of April as "Fair Housing Month".

**PURPOSE AND BACKGROUND INFORMATION:** The Town has a continual responsibility to comply with furthering fair housing as a recipient of Community Housing Development Block Funds. The Town is to conduct four activities each year promoting fair housing, of which declaring April as Fair Housing Month is one way to satisfy one-quarter of this requirement.

**STAFF RECOMMENDATION(S):** Approve

**LIST ALL ATTACHMENTS:** Draft Proclamation, "Fair Housing Month"

**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: N/A

Fund:

Line Item/:

**Submitting Department:** Housing & Neighborhood Revitalization **Contact Person:** Matt Morris

**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 April as:

***Fair Housing Month***

**Whereas,** the Civil Rights Act of 1968, commonly known as the Federal Fair Housing Act and the Fair Housing Amendments Act of 1988 prohibit discrimination in the sale, rental, leasing and financing of housing or land to be used for the construction of housing or in the provision of brokerage services on the basis of race, color, religion, sex, disability, familial status or national origin; and

**Whereas,** the 1986 and 1988 federal *Fair Housing Acts* declare that it is a national policy to ensure equal opportunities in housing; and

**Whereas,** April has traditionally been designated as *Fair Housing Month* in the United States,

**NOW THEREFORE,** I, Tony Gioia, Mayor of the Town of Camp Verde, Arizona, do hereby proclaim April as:

***Fair Housing Month***

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 18<sup>th</sup> day of March 2009.

---

Tony Gioia, Mayor

ATTEST:

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Deborah Barber, Town Clerk

