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AGENDA
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, JUNE 6, 2012
6:30 P.M.

Note: Council member(s) may attend the meeting telephonically.

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) Regular Session – May 16, 2012
 - b) **Set Next Meeting, Date and Time:**
 - 1) June 13, 2012 at 5:00 p.m. – Work Session
 - 2) June 20, 2012 at 6:30 p.m. – Regular Session
 - 3) June 27, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters
 - c) **Possible approval of an Emergency Management IGA with Yavapai County Office of Emergency Management for emergency services and possible appointment of Marshal Gardner as the Town's Emergency Management Coordinator.** Staff Resource: Marshal Nancy Gardner
 - d) **Possible recommendation of approval for a Special Event Liquor License application as submitted by Golden Cobra Center of Fitness, Inc. for a Mud Bogging and Boxing fundraiser event to be held on Saturday, June 23, 2012 from 12:00 Noon to 11:00 p.m. at 5980/5990 E. Coury Drive.** Staff Resource: Debbie Barber
 - e) **Possible approval of Resolution 2012-863, a resolution of the Mayor and Common Council of the Town of Camp Verde, Arizona declaring as a public record that certain document filed with the Town Clerk and entitled "The 2010-11 Amendments to the Tax Code of the Town of Camp Verde".** Staff Resource: Mike Showers
 - f) **Possible approval of Ordinance 2012-A383, an ordinance of the Town of Camp Verde, Arizona, relating to the Privilege License Tax; adopting "The 2010-11 Amendments to the Tax Code of the Town of Camp Verde" by reference; establishing an effective date; providing for severability and providing penalties for violations.** Staff Resource: Mike Showers
5. **Special Announcements & Presentations**
 - **Presentation of Certificates of Appreciation to Carol Dvorak, George Dvorak, and Bill Stafford in recognition and appreciation of their outstanding volunteerism at Fort Verde State Park.**
6. **Council Informational Reports.** Council reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
7. **Call to the Public for items not on the agenda.**
8. **Discussion, consideration, and possible appointment of two members to the Board of Adjustments and Appeals and possible waiver of the required waiting period prior to administering the oath of office. One term expires in January 2013 and the other term expires in January 2015. The applicants are B.J. (Brad) Davis and Brad Gordon.** Staff Resource: Debbie Barber

9. **Discussion, consideration, and possible nomination of a candidate for consideration in the election to the Arizona Municipal Risk Retention Pool Board of Trustees to fill a four-year term expiring in 2016.** Staff Resource: Russ Martin
10. **Discussion, consideration, and possible appointment of Council Members to serve on various local, regional, and state committees. Committees include, but may not be limited to Camp Verde Schools Education Foundation, Liaison to the Camp Verde Chamber of Commerce Board, Liaison to the Yavapai Apache Nation, Intergovernmental Associations, NACOG Regional Council, Liaison to the Camp Verde Sanitary District Board, CVUSD Superintendent's Advisory Council, Verde Valley Regional Economic Development Council, Verde Valley Transportation Organization, Liaison to the Verde Valley Water Users Association, Yavapai County Local Drought Impact Group, and the Yavapai County Water Advisory Committee.** Staff Resource: Mayor & Council
11. **Discussion, consideration, and possible approval of Resolution 2012-864, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services and superseding Resolution 2011-857.** Staff Resource: Department Heads
12. **Call to the Public for items not on the agenda.**
13. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
14. **Adjournment**

Posted by:



Date/Time:

5-31-2012

1:45 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.

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DRAFT
MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, MAY 16, 2012
6:30 P.M.

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council 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 6:30 p.m.

2. Roll Call

Mayor Burnside, Vice Mayor Kovacovich, Councilors Whatley, George (via telephone), Baker, Jones and German were present.

Also Present: Town Manager Russ Martin, Town Marshal Nancy Gardner, Public Works Director Ron Long, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. Pledge of Allegiance

The Pledge was led by Baker.

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) Work Session – May 9, 2012
- 2) Work Session – May 7, 2012
- 3) Regular Session – May 2, 2012
- 4) Work Session – April 30, 2012

b) Set Next Meeting, Date and Time:

- 1) May 23, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters
- 2) June 6, 2012 at 6:30 p.m. – Regular Session
- 3) June 13, 2012 at 6:30 p.m. – Work Session
- 4) June 20, 2012 at 6:30 p.m. – Regular Session
- 5) June 27, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters

c) Possible approval of Resolution 2012-862, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona pertaining to the submission of projects for consideration in Arizona’s 2013 Governor’s Office of Highway Safety grant. Staff Resource: Marshal Nancy Gardner

On a motion by Kovacovich, seconded by Baker, the Consent Agenda was unanimously approved as presented, with the May 23, 2012 meeting canceled.

Burnside advised that the meeting scheduled for May 23, 2012 has been canceled.

5. Special Announcements & Presentations

- **Presentation of Certificates of Appreciation to James B. Bullard and James W. Bullard for their service on the Board of Adjustments**
- **Welcome to the new businesses –**
 - ❖ **Landscape Magic LLC – Sedona**
 - ❖ **Patriot Disposal – Prescott Valley**
 - ❖ **D & M Automotive – Camp Verde**
 - ❖ **PeeJay Plumbing, Heating, & Fire Protection – Camp Verde**

- ❖ **Window & Home Solutions, Inc. – Rimrock**
- ❖ **Eagle Mountain Construction – Flagstaff**
- ❖ **Dwayne Breedlove – Tonopah**

Mayor Burnside first commented that he had the honor to present Certificates of Appreciation to James W. Bullard and James B. Bullard for serving on the Board of Adjustments & Appeals; Burnside personally thanked the recipients for their continued participation and support of the Town.

Burnside then announced and welcomed the new business, as listed.

6. **Council Informational Reports.**

Whatley reported on attending the recent Sanitary District meeting, together with Town Manager Martin, at which the conversation centered around the Town taking over the District; the Sanitary District seemed to be agreeable to helping the Town in that regard. Whatley commented on the current excellent administration of the District, and believes that the Town would not be acquiring a problem, but would be acquiring an asset.

German described the exciting experience she had attending the Discovery Channel Lowell Observatory being constructed up on the hill; the history and engineering all resulted in an amazing facility. German said it was really something to see, and recommended that everyone take the tour.

Baker said she also attended the Discovery Channel event, and commented on the extremely well-behaved children who had been there and had asked most interesting questions.

Burnside described his experience finding and enjoying the Discovery Channel event; he also reported on participating in an event at the Verde Vista Care Center, together with members of the Building Club at the high school, digging holes and planting plants. Burnside said he enjoyed the FFA year-end banquet last night, and commented on the upcoming League Resolution Committee process.

7. **Call to the Public for items not on the agenda.**

(Comments from the following individuals are summarized.)

Howard Parrish reported that a speed sign and the street sign for Parrish Road were stolen during the last few days; a neighbor had a medical emergency, and critical help from the Fire Department was delayed because of the absence of the street sign.

James Strava said he believes the financial benefits of taking over the Sanitary District are not as they may appear; there are many debts that are as yet unresolved. Without a public vote, the idea needs very serious consideration and is not to be entered into lightly.

Irene Peoble announced another blood drive scheduled for Thursday, June 7th at the Basha's parking lot; call her to make an appointment. Ms. Peoble said she also had the street sign stolen from her place, Amber Lane; if anyone knows any Ambers, please check the bedroom to see if there is a sign hanging there.

George Young said that he had 500 feet of copper wire stolen from his place sometime last week. As for the Sanitary District, he reminded everyone that the change would require two elections, one by the Town and the other by the District. Based on past discussions, it appears that the time might be right now.

There was no further public input.

8. **Public Hearings will be held on the following liquor license applications followed by discussion, consideration, and possible recommendation for approval of the applications:** Staff Resource: Debbie Barber

- ❖ **Casa Antigua, located at 422 W. Finnie Flat Rd., Ste. E.** This is a new owner of an existing

business with a new application for an interim permit and a Series 12 (Restaurant) Liquor License.

- ❖ **Caduceus Cellars, LLC located at 4626 Old Hwy. 279.** This is a new application for A Series 13 Domestic Farm Winery License.

On a motion by Whatley, seconded by George, the Council unanimously recommended approval of the liquor license application for Casa Antigua located at 422 W. Finnie Flat Road, Suite E, in Camp Verde, **with State approval**; and recommended approval of the liquor license application for Caduceus Cellars, LLC located at 4626 Old Highway 279 in Camp Verde.

On a motion by German, seconded by Baker, the Council **voted 5-2** to remove the part of the Motion that states, "with State approval"; **with Whatley and Burnside opposed.**

Town Clerk Barber noted that the two subject applications had each been posted for the required 20 days; no comments or concerns have been received. The owner for Casa Antigua seeking a new license was in training and therefore not present. The business manager for Caduceus Cellars is present. In regard to the Casa Antigua application, Whatley questioned whether the required training course had been completed; Barber explained that as for the required training, final approval is up to the State, the Town only recommends either approval or denial.

Lori Perkins, business manager for Caduceus Cellars, explained that their plan is to operate only a wine-manufacturing activity. Addressing the application of Casa Antigua, a motion made by Whatley to add, "with State approval" was subsequently amended, after further discussion of the role and input of the Town in the State's procedure for approving or denying liquor license applications.

9. **Public Hearing relative to the transaction privilege license tax (sales tax), amending the Tax Code of the Town of Camp Verde, Arizona by increasing the general rate of taxation from two percent (2%) to three percent (3%).**

There was no action taken.

Mayor Burnside first invited the public to speak on the subject issue.

PUBLIC INPUT

(Comments from the following individuals are summarized.)

James Strava commented on some apparent ambiguity on how the tax would be applied; he feels there should be some specific rule on where and how it would go, and some regard for the financial status of some community members, many of whom are retired and living on fixed incomes.

George Young said he would be in favor of the increase if the Town puts it to the vote of the general public for a decision.

Shirley Brinkman asked if the tax be on food, which would be terrible, and said that the Town should make public what the money will be used for. Ms. Brinkman said she can accept raising the tax, as long as what the Town desperately needs is where the money goes.

Irene Peoble said she is also in favor of the tax, but would like to know that it has specific purposes, not just going into the General Fund. She commented that the Town has been horribly understaffed, and it is starting to become evident in the services offered, including code enforcement and property maintenance.

Henry Turin said he lives on a fixed income also; raising the tax will cause more problems than it will help.

There was no further public input.

Burnside opened the discussion with a request that Town Manager Martin address the questions posed by the public, basically whether the funds generated from the additional tax would be used for specific purposes, or be deposited into the General Fund. Martin detailed the list of titles set forth in the proposed Ordinance that would be taxed the additional 1%; food and residential rental properties would be excluded, as well as construction, which already is taxed at 3%. Martin confirmed that an additional tax on residential rental property would have to be by a vote of the public. Martin also confirmed that the revenue from the added tax will go into the General Fund to be used for current capital projects that are being financed at a deficit. It also may include increases in Cost of Living adjustments for staff, as well as increases in numbers of staff. There was a brief discussion regarding the past imposition of a hiring freeze and whether it still applies; Barber will research that issue and report back to Burnside later. Councilor German commented that if there had been a hiring freeze, it had not been followed; Baker said she believes it had only been a policy of not replacing positions. Baker also thanked the public for their understanding and input. Burnside concluded the discussion with confirmation that the questions raised by the public had been addressed.

10. **Discussion, consideration, and possible approval of Ordinance 2012-A382, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona relating to the transaction privilege license tax; amending the Tax Code of the Town of Camp Verde, Arizona by increasing the general rate of taxation from two percent (2) to three percent (3%); providing penalties for the violation thereof; providing for severability; designating an effective date and making provision for existing contracts.** Staff Resource: Russ Martin

On a motion by Baker, seconded by George, the Council **voted 6-1** to approve Ordinance 2012-A382, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona relating to the Transaction Privilege License Tax; amending the Tax Code of the Town of Camp Verde, Arizona by increasing the general rate of taxation from two percent (2) to three percent (3%); providing penalties for the violation thereof; providing for severability; designating an effective date and making provision for existing contracts; be it ordained by the Mayor and Council of the Town of Camp Verde, Yavapai County, Arizona; **with Burnside opposed.**

There was no public input.

Martin reiterated that the Council has an opportunity to move the Town forward. Decisions have not yet been made on how the additional revenue will be used to help facilitate that move forward; that is what the budget process and the Capital Improvements Plan will determine. The public will continue to be invited to participate in meetings, work sessions and open houses, all of which are intended to keep the public informed on how the Town's funds are spent, as well as accounted for in the budget process pursuant to State requirements and governmental accounting standards. Martin added that staff is recommending that the Council move forward with the 1% increase; it will be utilized as the best step in trying to resolve difficult financial situations faced by prior, current and possibly future Town Managers.

The members discussed with Martin several of the current Capital Improvement Projects that will continue to deplete money from the reserves that have been held. Whatley commented that the public also needs to see what is actually happening with that 1%, such as the library and the Town offices being held open longer, and roads being repaired. Kovacovich said that he has been struggling with this issue; a higher tax will bring with it higher expectations, and he questioned whether those higher expectations could be met. George said he believes the employees deserve a Cost of Living raise; even with the tax increase, Camp Verde's rate will still be lower than any other community in the Verde Valley. German said she has also agonized over the issue; following the decision a year and a half ago to go to the public for a vote to raise the tax rate, which was unsuccessful, there has not been any increase in the economic stability of the community; had the Council made the decision then, the revenue would now be coming in. German cautioned that it will be months before any revenue is realized after adoption of the proposed Ordinance; and noted that the greatest impact of the tax will be on the tourists.

Burnside discussed further with Martin the anticipated approximate revenue that will be forthcoming for the next year, and the current budget shortfall; Martin said that his goal would be to be able to balance the budget in the next fiscal year, with the revenue increases, and then stop the deficit spending. Martin explained how the reserve funds, or "rainy day" funds were created from surplus funds in the past; he would hope that the Town would continue to grow that fund, as far as possible, into the future. German strongly suggested that the public attend the budget work sessions to help them realize what is involved in hours of poring through all the pages and pages of budget items; the public also has the opportunity to speak up during those sessions.

Burnside requested a roll call of the Council vote; following his single vote in opposition, he explained that in his opinion the public has to pay this bill, and nobody will listen to him.

11. **Presentation and discussion by the Verde Valley Senior Citizen's Association, Inc.** Staff Resource: Russ Martin
There was no action taken.

April Palmer spoke in place of Executive Director Elaine Bremner who was unable to attend because of medical difficulties, and presented a detailed review of the Meals On Wheels program for 2011, which showed a significant increase of 39% over 2010 for the needs of the senior residents of Camp Verde. Ms. Palmer reviewed other services offered by the Senior Center, including daily activities, educational programs, transportation, grief and loss seminars, legal advocacy, AARP Tax Assistance Program, and PTSD counseling for combat veterans. Ms. Palmer concluded her presentation with a request for an increase in the current funding in the amount of \$2,500, or a total of \$15,000. During the following brief Council discussion with Ms. Palmer, it was suggested that the Senior Citizen's Association also request funding from Yavapai County.

12. **Update and discussion of the Hollamon Street project.** Staff Resource: Ron Long
There was no action taken.

Using a poster board display for illustration, Public Works Director Ron Long gave an update on the Hollamon Street project that he referred to as a complete streetscape that is funded by the CDBG Program through the Arizona Department of Housing, and goes from Main Street to at least 6th Street on Hollamon. Long described the properties involved in a land swap that was negotiated to increase the amount of land that the Town can use for improvements at the intersection, which he also outlined. When the final documents are executed and legal descriptions and ownership recorded, the project will proceed to bid and construction. Long confirmed that the Town already owns the right-of-way all the way up Hollamon Street that will be needed. It is anticipated that at the latest, the award of the bid should be made at the first Council meeting in July, with the project to be completed in September. Based on a concern for traffic safety, Burnside detailed some concerns in regard to the plans for the corner of Main Street and Hollamon; Long said he will take another look at the plan. Burnside discussed with Long the storm drainage provisions that are planned. George said he understands there is some concern about the possibility of funding being lost if the project is not finished in time. Long reassured the Council that the funding is not in jeopardy, and an extension even would be possible, if requested; however, the project is well on schedule.

13. **Call to the Public for items not on the agenda.**
There was no public input.

14. **Manager/Staff Report**
Martin said an invitation has been extended to the Councilors for a May 21st meeting; a representative from the State will be present for the purpose of helping to understand the issue of manufactured housing, and

the public also is invited to attend. On the related parking issue, the Council will be able to address that shortly. Martin added his appreciation for the action the Council took on the tax issue; it is important for the future of this Town.

15. **Adjournment**

On a motion by Baker, seconded by Jones, the meeting was adjourned at 8:04 p.m.

Bob Burnside, Mayor

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 16th day of May 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

Debbie Barber, Town Clerk

4c

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 6, 2012

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation

Requesting Department: Marshal's Office

Staff Resource/Contact Person: Marshal Nancy Gardner

Agenda Title (be exact): Possible approval of an Emergency Management IGA with Yavapai County Office of Emergency Management for emergency services and possible appointment of Marshal Gardner as the Town's Emergency Management Coordinator.

List Attached Documents: Intergovernmental Agreement for Emergency Management Services with Yavapai County; Invoice in the amount of \$4,675 (Budgeted)

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews Completed by:

Department Head: Nancy Gardner

Town Attorney Comments: N/A – this contract is renewed annually to provide emergency management services

Finance Department N/A

Fiscal Impact: None

Budget Code: N/A **Amount Remaining:** _____

Comments:

Background Information: This is an annual contract with Yavapai County Office of Emergency Management. The IGA establishes a unified emergency management organization between the Town and the County for the purpose of preparing plans for the preservation and safety of life and property and for making provisions for the execution of these plans in the event of enemy attack, natural, technological, or manmade emergency or disaster within the Town or the County. The County provides various emergency management services in exchange a \$4,675 assessment, which is based on population. This amount is budgeted. The IGA requires that the Town appoint an Emergency Management Coordinator. Historically, the Coordinator has been the Marshal who is trained and equipped for emergency management.

Recommended Action (Motion): Approve the Emergency Management IGA with Yavapai County Office of Emergency Management for emergency services and appoint Marshal Gardner as the Town's Emergency Management Coordinator.

Instructions to the Clerk: Process the IGA and submit the invoice for payment

4.C



YAVAPAI COUNTY

Office of Emergency Management



May 7, 2012

Ms. Deborah Barber, Clerk
Town of Camp Verde
473 S. Main Street
Camp Verde, AZ 86322

Re: Annual Emergency Management IGA

Dear Ms. Barber:

Enclosed is the Emergency Management IGA for fiscal year July 1, 2012 through June 30, 2013.

Please obtain the appropriate signatures and **return all three originals to me** at your earliest convenience. They will then be signed by the Yavapai County Board of Supervisors, recorded, and one original will be returned to you.

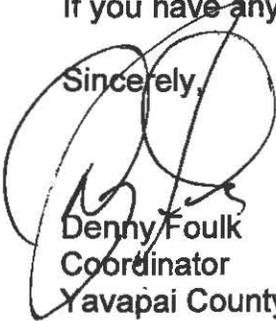
Some benefits provided to the Town during the past year include:

- Notification of hazardous conditions (fire, flooding, wind storms, traffic incidents)
- Update of Disaster Response Plan
- Completion of the Multi-Jurisdictional Hazard Mitigation Plan
- Completion of the Communities Wildland Protection Plan
- On call status 24/7
- On call 24/7 alternative communications capability (Amateur Radio)
- Monitor and assist with compliance on Homeland Security training & reporting mandates
- Homeland Security and emergency management training classes at no cost

Please forward the attached invoice to your Finance Department.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Denny Foulk
Coordinator
Yavapai County Emergency Management

Enclosures



Yavapai County
Emergency Management
1100 Commerce Drive
Prescott, AZ 86305

DATE: July 1, 2012
INVOICE # 12704
FOR: IGA

Bill To:
Town of Camp Verde
Deborah Barber, Clerk
473 S. Main Street
Camp Verde, AZ 86322

DESCRIPTION	AMOUNT
Services provided by and IGA to establish Unified Emergency Management with Yavapai County (See IGA Attachment B)	\$4,675.00
TOTAL	\$ 4,675.00

Make all checks payable to: YC Emergency Management

**INTERGOVERNMENTAL AGREEMENT FOR THE ESTABLISHMENT OF
UNIFIED EMERGENCY MANAGEMENT**

THIS AGREEMENT, made and entered into this _____ day of _____ 2012, by and between YAVAPAI COUNTY, a political subdivision of the State of Arizona, hereinafter called "County" and the TOWN OF CAMP VERDE, a municipal corporation of the State of Arizona, hereinafter called "Town" as follows:

WHEREAS the County has established an Office of Emergency Management and;

WHEREAS the County has the capability to manage a unified emergency management organization and;

WHEREAS the parties are empowered to enter into this agreement pursuant to ARS " 11-952, 26-307, and 26-308.

NOW, THEREFORE, in consideration of the covenants contained herein, and for other good and valuable consideration, the receipt and the sufficiency of which is hereby acknowledged by each party to the other, it is hereby agreed as follows:

1. The County and the Town shall establish a unified emergency management organization for the purpose of preparing plans for the preservation and safety of life and property and making provisions for the execution of these plans in the event of enemy attack upon the United States of America and/or in the event of any peacetime natural, technological, or manmade emergency or disaster within the County or Town. See Attachment A for list of definitions. See Attachment B for a comprehensive list of services provided.
2. The unified emergency management organization is hereby designated as the Yavapai County Joint Office of Emergency Management.
3. The County will perform the following services with the Town:
 - a. Include emergency operations of the Town in the County Disaster Response Plan (DRP) covering emergencies and disasters;
 - b. Aid and advise the Town with regards to training of employees that may be responsible for emergency management/homeland security duties;
 - c. Review the Town Disaster Response Plan for completeness, compatibility and compliance with the National Incident Management System (NIMS), County Disaster Response Plan and State Emergency Operations Plans and provide improvements and updates as necessary.

- d. Provide assistance to the Town to develop/update emergency management plans, procedures, and programs in each of the following areas, such list not to be exclusive: Continuity of Government, Direction and Control, Law and Order, Fire Services, Emergency Evacuation, Shelter, Public Services, Recovery, Mitigation, Persons with Special Needs, Radiological Safety, Warning and Public Information, Transportation, Communications, Mass Care and Mass Casualty. The above plans and programs will be coordinated with and approved by the various Town departments effected by said plans and programs;
 - e. Assist the Town with developing and/or updating a current inventory of all equipment and supplies available in the Town for use in the event of any disaster;
 - f. Provide a current inventory of all equipment and supplies available in the County to assist the Town in the event of any disaster;
 - g. Provide technical assistance in obtaining Federal or State funds which may become available to the Town for emergency services purposes, and in the acquisition of surplus or other property for emergency services purposes by the Town;
 - h. Complete and submit all report requirements emanating from State or Federal Government Agencies;
 - i. In the event of disaster confined to the Town, provide emergency assistance as requested, within the limits of the ability of the County to so provide, and coordinate assistance furnished by other agencies in accordance with mutual aid agreements, State and/or Federal laws.
4. That the Town shall:
- a. By this agreement become a member of the Yavapai County Joint Office of Emergency Management;
 - b. Appoint an Emergency Management Coordinator who shall be responsible for the organization, administration, and operations of local emergency management, subject to the direction and control of the chief executive officer or governing body. Upon request by Town officials, the county will provide assistance with emergency management under normal and/or emergency or disaster conditions.
 - c. Accept joint responsibility to maintain and keep current the Yavapai County Disaster Response Plan and Guides as it relates to the Town;
 - d. Accept responsibility to maintain and keep current the Town Disaster Response Plan and Guides;

- e. In relation to emergency management issues, delegate to the County such lawful authority and responsibility as shall be deemed necessary by the Town;
 - f. Budget and contribute to the County for the fiscal year commencing July 1, ~~2011~~ and ending June 30, ~~2012~~, the sum of \$4,675.00.
2012 *2013*
5. It is hereby mutually agreed:
- a. The Yavapai County Office of Emergency Management will include representation of all signatory parties;
 - b. The Yavapai County Office of Emergency Management shall be comprised of a County Director appointed by the Yavapai County Board of Supervisors, and other personnel as deemed necessary by the County Board of Supervisors;
 - c. The County Emergency Management Director who is and shall be appointed by the Yavapai County Board of Supervisor's, shall act as the Director of the Yavapai County Joint Office of Emergency Management;
 - d. The term of this agreement is for one year commencing July 1, 2011, and may be extended from year to year by mutual agreement of the parties prior to June 30 of the term, stating the compensation to be paid for service during such extended term and other charges;
 - e. Pursuant to ARS ' 38-511, the parties may cancel this agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting, or creating the agreement on behalf of that party is, at any time while the agreement or any extension of the agreement is in effect, an employee or agent of any other party to the agreement in any capacity or a consultant to any other party of the agreement with respect to the subject matter of the agreement. In the foregoing event, that party may further elect to recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting, or creating this agreement on behalf of that party from any other party to the agreement arising as a result of this agreement.

YAVAPAI COUNTY

A political subdivision of the State of Arizona

By: _____ Date: _____
THOMAS THURMAN
Chairman, Board of Supervisors

ATTEST:

_____ Date: _____
JULIE AYERS
County Clerk

Pursuant to ARS ' 11-952(D), the undersigned Deputy County Attorney has determined that this agreement is in proper form and within the powers and authority granted under the laws of the State of Arizona to Yavapai County.

_____ Date: _____
DAVID S. HUNT
Deputy County Attorney

TOWN OF CAMP VERDE

A municipal corporation of the State of Arizona

By: _____ Date: _____
BOB BURNSIDE
Mayor

ATTEST:

_____ Date: _____
DEBORAH BARBER
Town Clerk

Pursuant to ARS ' 11-952 (D), the undersigned Town Attorney has determined that this agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Town of Camp Verde.

_____ Date: _____
WILLIAM J. SIMS, III
Town Attorney

Attachment A

LIST OF DEFINITIONS

"EMERGENCY," as defined in ARS ' 26-301, means the existence of conditions of disaster or of extreme peril to the safety of persons or property within the territorial limits of the county, city, or town, which conditions are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of such political subdivision as determined by its governing body and which require the combined efforts of other political subdivisions.

"DISASTER," as defined in Section 102, Public Law 93-288, means any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which, in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance to state and local governments under the Disaster Relief Act of 1974.

Attachment B

Yavapai County

EMERGENCY MANAGEMENT / HOMELAND SECURITY

Services provided by County Emergency Management/Homeland Security under the IGA for the establishment of unified Emergency Management:

SERVICES:

- 24/7 Real Time Hazard Alert/notifications/bulletins
- 24/7 Emergency alternative communications capability
- Emergency/Disaster Response & Recovery Notification, Operations, Coordination and Staff augmentation
- Disaster Response Plan, Continuity Plan development and maintenance
- Homeland Security Grant Participation
- Risk/Hazard Analysis
- Staff Training (EOC, Disaster Plan, Continuity Plans)
- Free Freedom Corps Training
- Liaison to State and Federal Resources
- Public Education Program development and implementation assistance
- Hazard mitigation analyses and plan development.
- Exercise Development/Training/Implementation/Evaluation
- Emergency Management, NIMS, Homeland Security Training
- EPA/LEPC Representation
- Special Studies/Projects
- Damage Assessments
- Provide brochures, booklets, pamphlets, checklists or other information in support of local Emergency Management issues or initiatives.
- Other Emergency Management support as needed.

RATE: \$.43 per person, per year based on the latest official census.

4. d

Town of Camp Verde

Agenda Item Submission Form – Section #

Meeting Date: June 6, 2012

- Consent Agenda Decision Agenda Executive Session Requested
 Presentation Only Action/Presentation

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Debbie Barber, Town Clerk

Agenda Title (be exact): Possible recommendation of approval for a Special Event Liquor License application as submitted by Golden Cobra Center of Fitness, Inc. for a Mud Bogging and Boxing fundraiser event to be held on Saturday, June 23, 2012 from 12:00 Noon to 11:00 p.m. at 5980/5990 E. Coury Drive.

List Attached Documents: Arizona Department of Liquor Licenses & Control application for Special Event License

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews Completed by:

Department Head: Debbie Barber

Town Attorney Comments: N/A

Finance Department N/A

Fiscal Impact: None

Budget Code: N/A **Amount Remaining:** _____

Comments:

Background Information: Golden Cobra Center of Fitness has submitted a Special Event Liquor License application for a fundraising event. The event will be held at Steve Coury complex on June 23, 2012 from 12:00 noon to 11:00 p.m.

Recommended Action (Motion): Move to recommend approval of the Special Event Liquor License application as submitted by Golden Cobra Center of Fitness, Inc. for a Mud Bogging and Boxing fundraiser event to be held on Saturday, June 23, 2012 from 12:00 Noon to 11:00 p.m. at 5980/5990 E. Coury Drive.

Instructions to the Clerk: Process the Special Event Liquor License application

ARIZONA DEPARTMENT OF LIQUOR LICENSES & CONTROL

800 W Washington 5th Floor
Phoenix, Arizona 85007-2934
(602) 542-5141

APPLICATION FOR SPECIAL EVENT LICENSE

Fee = \$25.00 per day for 1-10 day events only
A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. § 44-6852)

**NOTE: THIS DOCUMENT MUST BE FULLY COMPLETED OR IT WILL BE RETURNED.
PLEASE ALLOW 10 BUSINESS DAYS FOR PROCESSING.**

****Application must be approved by local government before submission to Department of Liquor Licenses and Control. (Section #20)**

DLLC USE ONLY
LICENSE #

1. Name of Organization: Golden Cobra Center of Fitness Inc.

2. Non-Profit/I.R.S. Tax Exempt Number: 26-1965634

3. The organization is a: (check one box only)

Charitable Fraternal (must have regular membership and in existence for over 5 years)

Civic Religious Political Party, Ballot Measure, or Campaign Committee

4. What is the purpose of this event? on-site consumption off-site consumption (auction) both

FUNDRAISER EVENT FOR THE GOLDEN COBRA CENTER OF FITNESS INC.

5. Location of the event: 5980 & 5990 E COUNTRY DRIVE CAMP VERDE YAVAPAI 86322

Address of physical location (Not P.O. Box) City County Zip

Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Question #1. (Signature required in section #18)

6. Applicant: Williams Richard T 7/2/65

Last First Middle Date of Birth

7. Applicant's Mailing Address: PO BOX 4583 CAMP VERDE AZ 86322

Street City State Zip

8. Phone Numbers: (928) 567-3399 (928) 300-0281 (928) 567-2110

Site Owner # Applicant's Business # Applicant's Home #

9. Date(s) & Hours of Event: (see A.R.S. 4-244(15) and (17) for legal hours of service)

	Date	Day of Week	Hours from A.M./P.M.	To A.M./P.M.
Day 1:	<u>JUNE 23, 2012</u>	<u>SATURDAY</u>	<u>12:00 NOON</u>	<u>11:00 PM</u>
Day 2:	_____	_____	_____	_____
Day 3:	_____	_____	_____	_____
Day 4:	_____	_____	_____	_____
Day 5:	_____	_____	_____	_____
Day 6:	_____	_____	_____	_____
Day 7:	_____	_____	_____	_____
Day 8:	_____	_____	_____	_____
Day 9:	_____	_____	_____	_____
Day 10:	_____	_____	_____	_____

*Disabled individuals requiring special accommodations, please call (602) 542-9027

10. Has the applicant been convicted of a felony in the past five years, or had a liquor license revoked?
 YES NO (attach explanation if yes)

11. This organization has been issued a special event license for 2 days this year, including this event
(not to exceed 10 days per year).

12. Is the organization using the services of a promoter or other person to manage the event? YES NO
If yes, attach a copy of the agreement.

13. List all people and organizations who will receive the proceeds. Account for 100% of the proceeds.
THE ORGANIZATION APPLYING MUST RECEIVE 25% OF THE GROSS REVENUES OF THE SPECIAL EVENT LIQUOR SALES.

Name Golden Cobra Center of Fitness Inc 100%
Percentage

Address PO Box 4583 Camp Verde, AZ 86322

Name _____ Percentage _____

Address _____
(Attach additional sheet if necessary)

14. Knowledge of Arizona State Liquor Laws Title 4 is important to prevent liquor law violations. If you have any questions regarding the law or this application, please contact the Arizona State Department of Liquor Licenses and Control for assistance.

NOTE: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT PREMISES."

15. What security and control measures will you take to prevent violations of state liquor laws at this event?
(List type and number of security/police personnel and type of fencing or control barriers if applicable)

Police Fencing
 # Security personnel Barriers

Camp Verde Marshalls & Yavapai County Sheriff Office will be notified.
There will be personal security on premises & event
area will be controlled by fencing & barrier's.

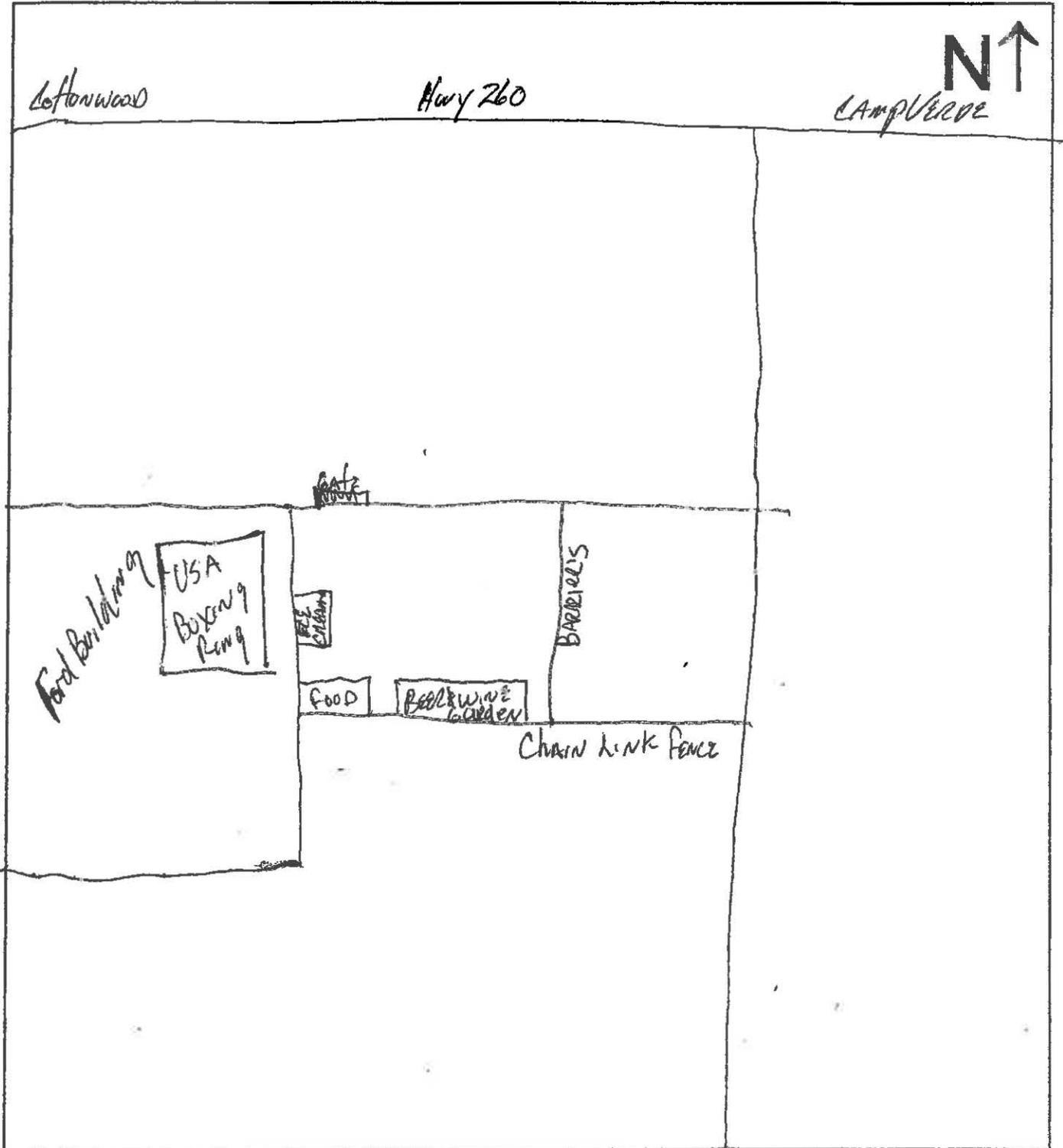
16. Is there an existing liquor license at the location where the special event is being held? YES NO
If yes, does the existing business agree to suspend their liquor license during the time period, and in the area in which the special event license will be in use? YES NO
(ATTACH COPY OF AGREEMENT)

Name of Business () Phone Number

17. Your licensed premises is that area in which you are authorized to sell, dispense, or serve spirituous liquors under the provisions of your license. The following page is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades or other control measures and security positions.

SPECIAL EVENT LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

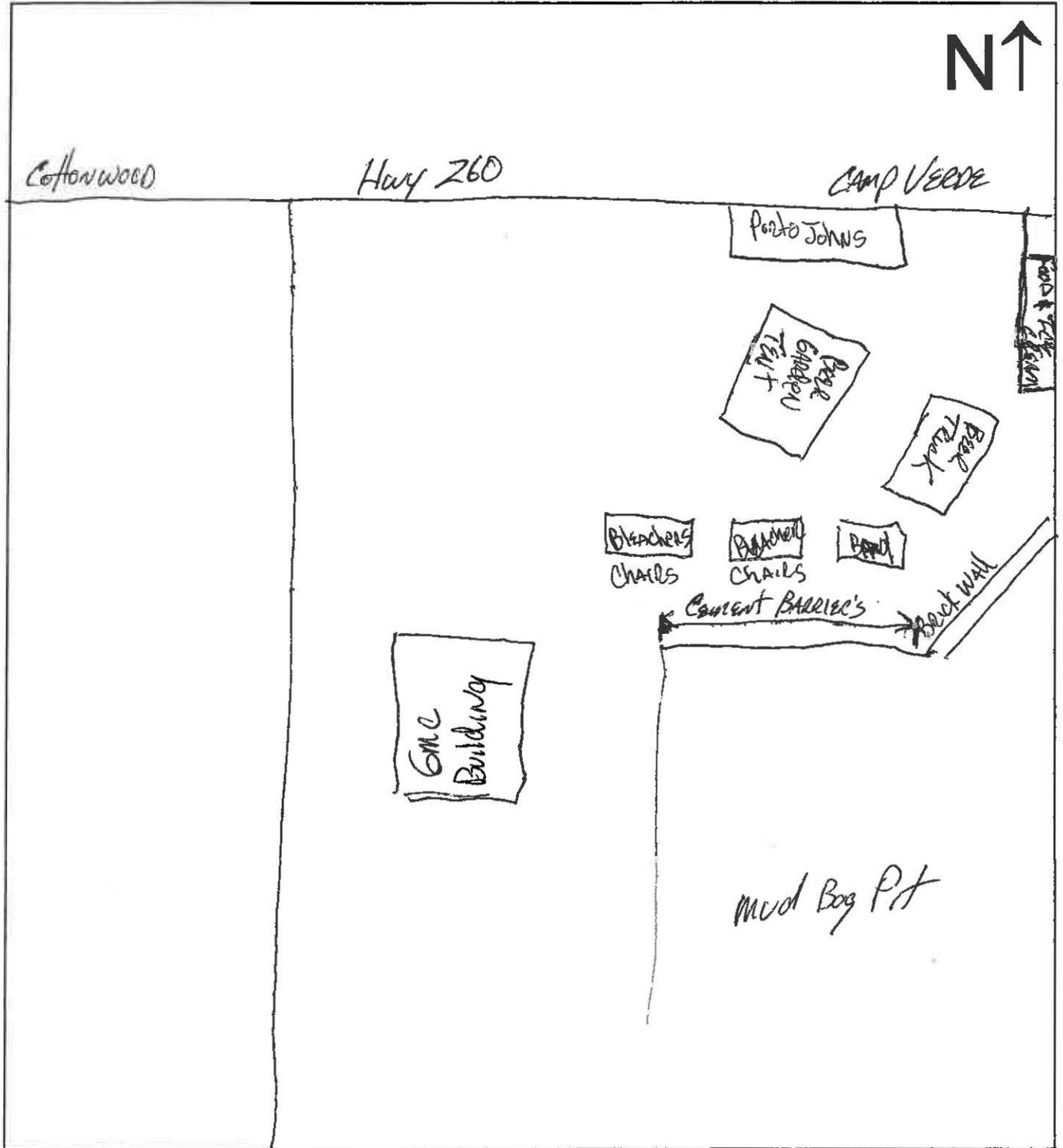
Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.



USA BOXING EVENT
1200 NOON 5pm
5480 S MAIN DRIVE, NV AZ

SPECIAL EVENT LICENSED PREMISES DIAGRAM
(This diagram must be completed with this application)

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)
NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.

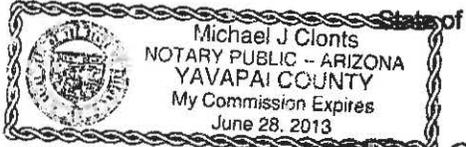


Mud Bog event
6-pm till 11:00 pm
5990 E Corey Drive CVT

THIS SECTION TO BE COMPLETED ONLY BY AN OFFICER, DIRECTOR OR CHAIRPERSON OF THE ORGANIZATION NAMED IN QUESTION #1

18. I, Richard Williams declare that I am an Officer/Director/Chairperson appointing the applicant listed in Question 6, to apply on behalf of the foregoing organization for a Special Event Liquor License.

X [Signature] President/CEO 5/23/12 (928) 300 0281
 (Signature) (Title/Position) (Date) (Phone #)



State of Arizona County of Yavapai

The foregoing instrument was acknowledged before me this 23 May 2012
 Day Month Year

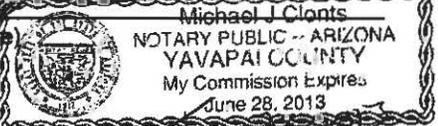
My Commission expires on: June 28, 2013
 (Date)

[Signature]
 (Signature of NOTARY PUBLIC)

THIS SECTION TO BE COMPLETED ONLY BY THE APPLICANT NAMED IN QUESTION #6

19. I, Richard Williams declare that I am the APPLICANT filing this application as listed in Question 6. I have read the application and the contents and all statements are true, correct and complete.

X [Signature] State of Arizona County of Yavapai
 (Signature) (Title/Position) (Date) (Phone #)



The foregoing instrument was acknowledged before me this 23 May 2012
 Day Month Year

My commission expires on: June 28, 2013
 (Date)

[Signature]
 (Signature of NOTARY PUBLIC)

You must obtain local government approval. City or County MUST recommend event and complete item #20. The local governing body may require additional applications to be completed and submitted 60 days in advance of the event. Additional licensing fees may also be required before approval may be granted.

LOCAL GOVERNING BODY APPROVAL SECTION

20. I, _____ hereby recommend this special event application
 (Government Official) (Title)
 on behalf of _____
 (City, Town or County) (Signature of OFFICIAL) (Date)

FOR DLLC DEPARTMENT USE ONLY

Department Comment Section:

 (Employee) (Date)

APPROVED DISAPPROVED BY: _____

 (Title) (Date)

SERIES:

15 SPECIAL EVENT LICENSE (Temporary)

Non-transferable

On-sale retail privileges

PURPOSE:

Allows a charitable, civic, fraternal, political or religious organization to sell and serve spirituous liquor for consumption only on the premises where the spirituous liquor is sold, and only for the period authorized on the license. This is a temporary license.

ADDITIONAL RIGHTS AND RESPONSIBILITIES:

The applicant for a special event license must request a special event application from the Department and file the application with the governing body of the city or town, or Board of Supervisors of an unincorporated area of a county (where the special event is to take place) for approval or disapproval. Some local governing bodies may require approximately 60 days prior notice.

If the application is approved by the local authority, and the event meets the requirements for granting the license, the Director will issue a special event license to the qualifying organization.

Qualifying organizations will be granted a special event license for no more than ten (10) days in a calendar year. Events must be held on consecutive days and at the same location or additional licenses will be required. The license is automatically terminated upon closing of the last day of the event or the expiration of the license, whichever occurs first.

The qualified organization must receive at least twenty-five percent (25 %) of the gross revenues of the special event liquor sales.

A person selling spirituous liquor under a special event license must purchase the spirituous liquor from the holder of a license authorized to sell off-sale; *except that*, in the case of a non-profit organization which has obtained a special event license for the purpose of charitable fund raising activities, a person may receive the spirituous liquor from a wholesaler as a donation.

AVERAGE APPROVAL TIME: One (1) to seven (7) days.

PERIOD OF ISSUANCE:

Issued for no more than a cumulative total of ten (10) days in a calendar year. A special event may be held for more than one (1) day, but it must be held on consecutive days and at the same location or additional licenses will be required.

FEES: \$25.00 per day.

ARIZONA STATUTES AND REGULATIONS:

ARS 4-203.02, 4-244, 4-261; Rule R19-1-228, R19-1-235, R19-1-309.

Disabled individuals requiring special accommodations please call (602) 542-9027

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 6, 2012

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation Special Session

Requesting Department: Finance

Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): Possible approval of Resolution 2012-863, declaring as a Public Record, "The 2010-11 Amendments to the Tax Code of the Town of Camp Verde".

List Attached Documents: 1) Resolution 2012-863, 2) The 2010-11 Amendments to the Tax Code of the Town of Camp Verde

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews Completed by:

- Department Head: Town Attorney Comments: Approved

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact: No direct fiscal impact

Comments: The amendments are annual required adjustments.

Background Information: These are changes that we (as well as other Arizona cities and towns) make on a fairly regular basis; normally annually. Our last update was in August of 2009. The amendments should not be changed and are to be accepted as provided by the League of Arizona Cities and Towns.

Recommended Action (Motion): Approval of Resolution 2012-863, declaring as a Public Record, "The 2010-11 Amendments to the Tax Code of the Town of Camp Verde".

Instructions to the Clerk: N/A

RESOLUTION NO. 2012-863

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "THE 2010-11 AMENDMENTS TO THE TAX CODE OF THE TOWN OF CAMP VERDE."

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA:

THAT certain document entitled "THE 2010-11 AMENDMENTS TO THE TAX CODE OF THE TOWN OF CAMP VERDE," three copies of which are on file in the office of the town clerk, is hereby declared to be a public record, and said copies are ordered to remain on file with the town clerk.

PASSED AND ADOPTED BY THE Mayor and Council of the Town of Camp Verde, Arizona, this
_____ day of _____, 2011.

Mayor

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

**2010-2011 AMENDMENTS TO THE
TAX CODE OF THE TOWN OF CAMP VERDE**

Section 1. Section 8-100 of the Tax Code of the Town of Camp Verde is amended to read:

Sec. 8-100. General definitions.

For the purposes of this Chapter, the following definitions apply:

"Assembler" means a person who unites or combines products, wares, or articles of manufacture so as to produce a change in form or substance of such items without changing or altering component parts.

"Broker" means any person engaged or continuing in business who acts for another for a consideration in the conduct of a business activity taxable under this Chapter, and who receives for his principal all or part of the gross income from the taxable activity.

"Business" means all activities or acts, personal or corporate, engaged in and caused to be engaged in with the object of gain, benefit, or advantage, either direct or indirect, but not casual activities or sales.

"Business Day" means any day of the week when the Tax Collector's office is open for the public to conduct the Tax Collector's business.

"Casual Activity or Sale" means a transaction of an isolated nature made by a person who neither represents himself to be nor is engaged in a business subject to a tax imposed by this Chapter. However, no sale, rental, license for use, or lease transaction concerning real property nor any activity entered into by a business taxable by this Chapter shall be treated, or be exempt, as casual. This definition shall include sales of used capital assets, provided that the volume and frequency of such sales do not indicate that the seller regularly engages in selling such property.

"Combined Taxes" means the sum of all applicable Arizona Transaction Privilege and Use Taxes; all applicable transportation taxes imposed upon gross income by this County as authorized by Article III, Chapter 6, Title 42, Arizona Revised Statutes; and all applicable taxes imposed by this Chapter.

"Commercial Property" is any real property, or portion of such property, used for any purpose other than lodging or lodging space, including structures built for lodging but used otherwise, such as model homes, apartments used as offices, etc.

"Communications Channel" means any line, wire, cable, microwave, radio signal, light beam, telephone, telegraph, or any other electromagnetic means of moving a message.

"Construction Contracting" refers to the activity of a construction contractor.

"Construction Contractor" means a person who undertakes to or offers to undertake to, or purports to have the capacity to undertake to, or submits a bid to, or does himself or by or through others, construct, alter, repair, add to, subtract from, improve, move, wreck, or demolish any building, highway, road, railroad, excavation, or other structure, project, development, or improvement to real property, or to do any part thereof. "Construction contractor" includes subcontractors, specialty contractors, prime contractors, and any person receiving consideration for the general supervision and/or coordination of such a construction project

except for remediation contracting. This definition shall govern without regard to whether or not the construction contractor is acting in fulfillment of a contract.

"Delivery (of Notice) by the Tax Collector" means "receipt (of notice) by the taxpayer".

"Delivery, Installation, or Other Direct Customer Services" means services or labor, excluding repair labor, provided by a taxpayer to or for his customer at the time of transfer of tangible personal property; provided further that the charge for such labor or service is separately billed to the customer and maintained separately in the taxpayer's books and records.

"Engaging", when used with reference to engaging or continuing in business, includes the exercise of corporate or franchise powers.

"Equivalent Excise Tax" means either:

- (1) a Privilege or Use Tax levied by another Arizona municipality upon the transaction in question, and paid either to such Arizona municipality directly or to the vendor; or
- (2) an excise tax levied by a political subdivision of a state other than Arizona upon the transaction in question, and paid either to such jurisdiction directly or to the vendor; or
- (3) an excise tax levied by a Native American Government organized under the laws of the federal government upon the transaction in question, and paid either to such jurisdiction directly or to the vendor.

"Federal Government" means the United States Government, its departments and agencies; but not including national banks or federally chartered or insured banks, savings and loan institutions, or credit unions.

"Food" means any items intended for human consumption as defined by rules and regulations adopted by the Department of Revenue, State of Arizona, pursuant to A.R.S. Section 42-5106. Under no circumstances shall "food" include alcoholic beverages or tobacco, or food items purchased for use in conversion to any form of alcohol by distillation, fermentation, brewing, or other process. UNDER NO CIRCUMSTANCES SHALL "FOOD" INCLUDE AN EDIBLE PRODUCT, BEVERAGE, OR INGREDIENT INFUSED, MIXED, OR IN ANY WAY COMBINED WITH MEDICAL MARIJUANA OR AN ACTIVE INGREDIENT OF MEDICAL MARIJUANA.

"Hotel" means any public or private hotel, inn, hostelry, tourist home, house, motel, rooming house, apartment house, trailer, or other lodging place within the Town offering lodging, wherein the owner thereof, for compensation, furnishes lodging to any transient, except foster homes, rest homes, sheltered care homes, nursing homes, or primary health care facilities.

"Job Printing" means the activity of copying or reproducing an article by any means, process, or method. "Job printing" includes engraving of printing plates, embossing, copying, micrographics, and photo reproduction.

"Lessee" includes the equivalent person in a rental or licensing agreement for all purposes of this Chapter.

"Lessor" includes the equivalent person in a rental or licensing agreement for all purposes of this Chapter.

"Licensing (for Use)" means any agreement between the user ("licensee") and the owner or the owner's agent ("licensor") for the use of the licensor's property whereby the licensor receives consideration, where such agreement does not qualify as a "sale" or "lease" or "rental" agreement.

"Lodging (Lodging Space)" means any room or apartment in a hotel or any other provider of rooms, trailer spaces, or other residential dwelling spaces; or the furnishings or services and accommodations accompanying the use and possession of said dwelling space, including storage or parking space for the property of said tenant.

"Manufactured Buildings" means a manufactured home, mobile home or factory built building, as defined in A.R.S. Section 41-2142.

"Manufacturer" means a person engaged or continuing in the business of fabricating, producing, or manufacturing products, wares, or articles for use from other forms of tangible personal property, imparting to such new forms, qualities, properties, and combinations.

"MEDICAL MARIJUANA" MEANS "MARIJUANA" USED FOR A "MEDICAL USE" AS THOSE TERMS ARE DEFINED IN A.R.S. SECTION 36-2801.

"Mining and Metallurgical Supplies" means all tangible personal property acquired by persons engaged in activities defined in Section 8-432 for such use. This definition shall not include:

- (1) janitorial equipment and supplies.
- (2) office equipment, office furniture, and office supplies.
- (3) motor vehicles licensed for use upon the highways of the State.

"Modifier" means a person who reworks, changes, or adds to products, wares, or articles of manufacture.

"Nonprofit Entity" means any entity organized and operated exclusively for charitable purposes, or operated by the Federal Government, the State, or any political subdivision of the State.

"Occupancy (of Real Property)" means any occupancy or use, or any right to occupy or use, real property including any improvements, rights, or interests in such property.

"Out-of-Town Sale" means the sale of tangible personal property and job printing if all of the following occur:

- (1) transference of title and possession occur without the Town; and
- (2) the stock from which such personal property was taken was not within the corporate limits of the Town; and
- (3) the order is received at a permanent business location of the seller located outside the Town; which location is used for the substantial and regular conduct of such business sales activity. In no event shall the place of business of the buyer be determinative of the situs of the receipt of the order.

For the purpose of this definition it does not matter that all other indicia of business occur within the Town, including, but not limited to, accounting, invoicing, payments, centralized purchasing, and supply to out-of-Town storehouses and out-of-Town retail branch outlets from a primary storehouse within the Town.

"Out-of-State Sale" means the sale of tangible personal property and job printing if all of the following occur:

- (1) The order is placed from without the State of Arizona; and
- (2) the property is delivered to the buyer at a location outside the State; and
- (3) the property is purchased for use outside the State.

"Owner-Builder" means an owner or lessor of real property who, by himself or by or through others, constructs or has constructed or reconstructs or has reconstructed any improvement to real property.

"Person" means an individual, firm, partnership, joint venture, association, corporation, estate, trust, receiver, syndicate, broker, the Federal Government, this State, or any political subdivision or agency of this State. For the purposes of this Chapter, a person shall be considered a distinct and separate person from any general or limited partnership or joint venture or other association with which such person is affiliated. A subsidiary corporation shall be considered a separate person from its parent corporation for purposes of taxation of transactions with its parent corporation.

"Prosthetic" means any of the following tangible personal property if such items are prescribed or recommended by a licensed podiatrist, chiropractor, dentist, physician or surgeon, naturopath, optometrist, osteopathic physician or surgeon, psychologist, hearing aid dispenser, physician assistant, nurse practitioner or veterinarian:

- (1) any man-made device for support or replacement of a part of the body, or to increase acuity of one of the senses. Such items include: prescription eyeglasses; contact lenses; hearing aids; artificial limbs or teeth; neck, back, arm, leg, or similar braces.

(2) insulin, insulin syringes, and glucose test strips sold with or without a prescription.

(3) hospital beds, crutches, wheelchairs, similar home health aids, or corrective shoes.

(4) drugs or medicine, including oxygen.

(5) equipment used to generate, monitor, or provide health support systems, such as respiratory equipment, oxygen concentrator, dialysis machine.

(6) durable medical equipment which has a Federal Health Care Financing Administration common procedure code, is designated reimbursable by Medicare, can withstand repeated use, is primarily and customarily used to serve a medical purpose, is generally not useful to a person in the absence of illness or injury and is appropriate for use in the home.

(7) UNDER NO CIRCUMSTANCES SHALL "PROSTHETIC" INCLUDE MEDICAL MARIJUANA REGARDLESS OF WHETHER IT IS SOLD OR DISPENSED PURSUANT TO A PRESCRIPTION, RECOMMENDATION, OR WRITTEN CERTIFICATION BY ANY AUTHORIZED PERSON.

"Qualifying Community Health Center"

(1) means an entity that is recognized as nonprofit under Section 501(c)(3) of the United States Internal Revenue Code, that is a community-based, primary care clinic that has a community-based board of directors and that is either:

(a) the sole provider of primary care in the community.

(b) a nonhospital affiliated clinic that is located in a federally designated medically underserved area in this State.

(2) includes clinics that are being constructed as qualifying community health centers.

"Qualifying Health Care Organization" means an entity that is recognized as nonprofit under Section 501(c) of the United States Internal Revenue Code and that uses, saves or invests at least eighty percent (80%) of all monies that it receives from all sources each year only for health and medical related educational and charitable services, as documented by annual financial audits prepared by an independent certified public accountant, performed according to generally accepted accounting standards and filed annually with the Arizona Department of Revenue. Monies that are used, saved or invested to lease, purchase or construct a facility for health and medical related education and charitable services are included in the eighty percent (80%) requirement.

"Qualifying Hospital" means any of the following:

- (1) a licensed hospital which is organized and operated exclusively for charitable purposes, no part of the net earnings of which inures to the benefit of any private shareholder or individual.
- (2) a licensed nursing care institution or a licensed residential care institution or a residential care facility operated in conjunction with a licensed nursing care institution or a licensed kidney dialysis center, which provides medical services, nursing services or health related services and is not used or held for profit.
- (3) a hospital, nursing care institution or residential care institution which is operated by the federal government, this State or a political subdivision of this State.
- (4) a facility that is under construction and that on completion will be a facility under subdivision (1), (2) or (3) of this paragraph.

"Receipt (of Notice) by the Taxpayer" means the earlier of actual receipt or the first attempted delivery by certified United States mail to the taxpayer's address of record with the Tax Collector.

"Remediation" means those actions that are reasonable, necessary, cost-effective and technically feasible in the event of the release or threat of release of hazardous substances into the environment such that the waters of the State are or may be affected, such actions as may be necessary to monitor, assess and evaluate such release or threat of release, actions of remediation, removal or disposal of hazardous substances or taking such other actions as may be necessary to prevent, minimize or mitigate damage to the public health or welfare or to the waters of the State which may otherwise result from a release or threat of release of a hazardous substance that will or may affect the waters of the State. Remediation activities include the use of biostimulation with indigenous microbes and bioaugmentation using microbes that are nonpathogenic, nonopportunistic and that are naturally occurring. Remediation activities may include community information and participation costs and providing an alternative drinking water supply.

"Rental Equipment" means tangible personal property sold, rented, leased, or licensed to customers to the extent that the item is actually used by the customer for rental, lease, or license to others; provided that:

- (1) the vendee is regularly engaged in the business of renting, leasing, or licensing such property for a consideration; and
- (2) the item so claimed as "rental equipment" is not used by the person claiming the exemption for any purpose other than rental, lease, or license for compensation, to an extent greater than fifteen percent (15%) of its actual use.

"Rental Supply" means an expendable or nonexpendable repair or replacement part sold to become part of "rental equipment", provided that:

(i) the documentation relating to each purchased item so claimed specifically itemizes to the vendor the actual item of "rental equipment" to which the purchased item is intended to be attached as a repair or replacement part; and

(2) the vendee is regularly engaged in the business of renting, leasing, or licensing such property for a consideration; and

(3) the item so claimed as "rental equipment" is not used by the person claiming the exemption for any purpose other than rental, lease, or license for compensation, to an extent greater than fifteen percent (15%) of its actual use.

"Repairer" means a person who restores or renews products, wares, or articles of manufacture.

"Resides within the Town" means in cases other than individuals, whose legal addresses are determinative of residence, the engaging, continuing, or conducting of regular business activity within the Town.

"Restaurant" means any business activity where articles of food, drink, or condiment are customarily prepared or served to patrons for consumption on or off the premises, also including bars, cocktail lounges, the dining rooms of hotels, and all caterers. For the purposes of this Chapter, a "fast food" business, which includes street vendors and mobile vendors selling in public areas or at entertainment or sports or similar events, who prepares or sells food or drink for consumption on or off the premises is considered a "restaurant", and not a "retailer".

"Retail Sale (Sale at Retail)" means the sale of tangible personal property, except the sale of tangible personal property to a person regularly engaged in the business of selling such property.

"Retailer" means any person engaged or continuing in the business of sales of tangible personal property at retail.

"Sale" means any transfer of title or possession, or both, exchange, barter, conditional or otherwise, in any manner or by any means whatsoever, including consignment transactions and auctions, of property for a consideration. "Sale" includes any transaction whereby the possession of such property is transferred but the seller retains the title as security for the payment of the price. "Sale" also includes the fabrication of tangible personal property for consumers who, in whole or in part, furnish either directly or indirectly the materials used in such fabrication work.

"Solar Daylighting" means a device that is specifically designed to capture and redirect the visible portion of the solar beam, while controlling the infrared portion, for use in illuminating interior building spaces in lieu of artificial lighting.

"Solar Energy Device" means a system or series of mechanisms designed primarily to provide heating, to provide cooling, to produce electrical power, to produce mechanical power, to provide solar daylighting or to provide any combination of the foregoing by means of collecting

and transferring solar generated energy into such uses either by active or passive means, including wind generator systems that produce electricity. Solar energy systems may also have the capability of storing solar energy for future use. Passive systems shall clearly be designed as a solar energy device, such as a trombe wall, and not merely as a part of a normal structure, such as a window.

"Speculative Builder" means either:

(1) an owner-builder who sells or contracts to sell, at **any time**, improved real property (as provided in Section 8-416) consisting of:

~~A)(a)~~ custom, model, or inventory homes, regardless of the stage of completion of such homes; or

~~B)(b)~~ improved residential or commercial lots without a structure; or

(2) an owner-builder who sells or contracts to sell improved real property, other than improved real property specified in subsection (1) above:

~~A)(a)~~ prior to completion; or

~~B)(b)~~ before the expiration of twenty-four (24) months after the improvements of the real property sold are substantially complete.

"Substantially Complete" means the construction contracting or reconstruction contracting:

1. has passed final inspection or its equivalent; or
2. certificate of occupancy or its equivalent has been issued; or
3. is ready for immediate occupancy or use.

"Supplier" means any person who rents, leases, licenses, or makes sales of tangible personal property within the Town, either directly to the consumer or customer or to wholesalers, jobbers, fabricators, manufacturers, modifiers, assemblers, repairers, or those engaged in the business of providing services which involve the use, sale, rental, lease, or license of tangible personal property.

"Tax Collector" means the Council or its designee or agent for all purposes under this Chapter.

"Taxpayer" means any person liable for any tax under this Chapter.

"Telecommunication Service" means any service or activity connected with the transmission or relay of sound, visual image, data, information, images, or material over a communications channel or any combination of communications channels.

"Transient" means any person who either at the person's own expense or at the expense of another obtains lodging space or the use of lodging space on a daily or weekly basis, or on any other basis for less than thirty (30) consecutive days.

"Utility Service" means the producing, providing, or furnishing of electricity, electric lights, current, power, gas (natural or artificial), or water to consumers or ratepayers

Section 2. Section 8-415 of the Tax Code of the Town of Camp Verde is amended to read:

Sec. 8-415. Construction contracting: construction contractors.

(a) The tax rate shall be at an amount equal to three percent (3%) of the gross income from the business upon every construction contractor engaging or continuing in the business activity of construction contracting within the Town.

(1) However, gross income from construction contracting shall not include charges related to groundwater measuring devices required by A.R.S. Section 45-604.

(2) (Reserved)

(3) gross income from construction contracting shall not include gross income from the sale of manufactured buildings taxable under Section 8-427.

(4) For taxable periods beginning from and after July 1, 2008, the portion of gross proceeds of sales or gross income attributable to the actual direct costs of providing architectural or engineering services that are incorporated in a contract is not subject to tax under this Section. For the purposes of this subsection, "direct costs" means the portion of the actual costs that are directly expended in providing architectural or engineering services.

(b) Deductions and exemptions.

(1) Gross income derived from acting as a "subcontractor" shall be exempt from the tax imposed by this Section.

(2) All construction contracting gross income subject to the tax and not deductible herein shall be allowed a deduction of thirty-five percent (35%).

(3) The gross proceeds of sales or gross income attributable to the purchase of machinery, equipment or other tangible personal property that is exempt from or deductible from privilege or use tax under:

(A) Section 8-465, subsections (g) and (p)

(B) Section 8-660, subsections (g) and (p)

shall be exempt or deductible, respectively, from the tax imposed by this Section.

(4) The gross proceeds of sales or gross income that is derived from a contract entered into for the installation, assembly, repair or maintenance of income-producing capital equipment, as defined in Section 8-110, that is deducted from the retail classification pursuant to Section 8-465(g), that does not become a permanent attachment to a building, highway, road, railroad, excavation or manufactured building or other structure, project, development or improvement shall be exempt from the tax imposed by this Section. If the ownership of the realty

is separate from the ownership of the income-producing capital equipment, the determination as to permanent attachment shall be made as if the ownership was the same. The deduction provided in this paragraph does not include gross proceeds of sales or gross income from that portion of any contracting activity which consists of the development of, or modification to, real property in order to facilitate the installation, assembly, repair, maintenance or removal of the income-producing capital equipment. For purposes of this paragraph, "permanent attachment" means at least one of the following:

(A) to be incorporated into real property.

(B) to become so affixed to real property that it becomes part of the real property.

(C) to be so attached to real property that removal would cause substantial damage to the real property from which it is removed.

(5) The gross proceeds of sales or gross income received from a contract for the construction of an environmentally controlled facility for the raising of poultry for the production of eggs and the sorting, or cooling and packaging of eggs shall be exempt from the tax imposed under this Section.

(6) The gross proceeds of sales or gross income that is derived from the installation, assembly, repair or maintenance of cleanrooms that are deducted from the tax base of the retail classification pursuant to Section 8-465, subsection (g) shall be exempt from the tax imposed under this Section.

(7) The gross proceeds of sales or gross income that is derived from a contract entered into with a person who is engaged in the commercial production of livestock, livestock products or agricultural, horticultural, viticultural or floricultural crops or products in this State for the construction, alteration, repair, improvement, movement, wrecking or demolition or addition to or subtraction from any building, highway, road, excavation, manufactured building or other structure, project, development or improvement used directly and primarily to prevent, monitor, control or reduce air, water or land pollution shall be exempt from the tax imposed under this Section.

(8) The gross proceeds of sales or gross income received from a post construction contract to perform post-construction treatment of real property for termite and general pest control, including wood destroying organisms, shall be exempt from tax imposed under this section.

(9) Through December 31, 2009, the gross proceeds of sales or gross income received from a contract for constructing any lake facility development in a commercial enhancement reuse district that is designated pursuant to A.R.S. § 9-499.08 if the contractor maintains the following records in a form satisfactory to the Arizona Department of Revenue and to the Town:

(A) The certificate of qualification of the lake facility development issued by the Town pursuant to A.R.S. § 9-499.08, subsection D.

(B) All state and local transaction privilege tax returns for the period of time during which the contractor received gross proceeds of sales or gross income from a contract to construct a lake facility development in a designated commercial enhancement reuse district, showing the amount

exempted from state and local taxation.

(C) Any other information considered to be necessary.

(10) Any amount attributable to development fees that are incurred in relation to the construction, development or improvement of real property and paid by the taxpayer as defined in the model city tax code or by a contractor providing services to the taxpayer. For the purposes of this paragraph:

(A) the attributable amount shall not exceed the value of the development fees actually imposed.

(B) the attributable amount is equal to the total amount of development fees paid by the taxpayer or by a contractor providing services to the taxpayer and the total development fees credited in exchange for the construction of, contribution to or dedication of real property for providing public infrastructure, public safety or other public services necessary to the development. The real property must be the subject of the development fees.

(C) "development fees" means fees imposed to offset capital costs of providing public infrastructure, public safety or other public services to a development and authorized pursuant to A.R.S. Section 9-463.05, A.R.S. Section 11-1102 or A.R.S. Title 48 regardless of the jurisdiction to which the fees are paid.

(11) For taxable periods beginning from and after July 1, 2008 and ending before January 1, ~~2014~~2017, the gross proceeds of sales or gross income derived from a contract to provide and install a solar energy device. The contractor shall register with the department of revenue as a solar energy contractor. By registering, the contractor acknowledges that it will make its books and records relating to sales of solar energy devices available to the department of revenue and the Town, as applicable, for examination.

(c) "Subcontractor" means a construction contractor performing work for either:

(1) a construction contractor who has provided the subcontractor with a written declaration that he is liable for the tax for the project and has provided the subcontractor his Town Privilege License number.

(2) an owner-builder who has provided the subcontractor with a written declaration that:

(A) the owner-builder is improving the property for sale; and

(B) the owner-builder is liable for the tax for such construction contracting activity; and

(C) the owner-builder has provided the contractor his Town Privilege License number.

(3) a person selling new manufactured buildings who has provided the subcontractor with a written declaration that he is liable for the tax for the site preparation and set-up; and provided the subcontractor his Town Privilege License number.

Subcontractor also includes a construction contractor performing work for another subcontractor as defined above.

Section 3. Section 8-416 of the Tax Code of the Town of Camp Verde is amended to read:

Sec. 8-416. Construction contracting: speculative builders.

(a) The tax shall be equal to three percent (3%) of the gross income from the business activity upon every person engaging or continuing in business as a speculative builder within the Town.

(1) The gross income of a speculative builder considered taxable shall include the total selling price from the sale of improved real property at the time of closing of escrow or transfer of title.

(2) "Improved Real Property" means any real property:

(A) upon which a structure has been constructed; or

(B) where improvements have been made to land containing no structure (such as paving or landscaping); or

(C) which has been reconstructed as provided by Regulation; or

(D) where water, power, and streets have been constructed to the property line.

(3) "Sale of Improved Real Property" includes any form of transaction, whether characterized as a lease or otherwise, which in substance is a transfer of title of, or equitable ownership in, improved real property and includes any lease of the property for a term of thirty (30) years or more (with all options for renewal being included as a part of the term). In the case of multiple unit projects, "sale" refers to the sale of the entire project or to the sale of any individual parcel or unit.

(4) "Partially Improved Residential Real Property", as used in this Section, means any improved real property, as defined in subsection (a)(2) above, being developed for sale to individual homeowners, where the construction of the residence upon such property is not substantially complete at the time of the sale.

(b) Exclusions.

(1) In cases involving reconstruction contracting, the speculative builder may exclude from gross income the prior value allowed for reconstruction contracting in determining his taxable gross income, as provided by Regulation.

(2) Fair market value of land. Gross income from the sale of improved real property shall not include the "fair market value" of the land which is included in the real property sold, when a charge for such land is included in the total selling price of the real property sold.

(A) Except as provided in subsection (b)(2)(B) below, the taxpayer must document such "fair market value" to the satisfaction of the Tax Collector, and maintain and provide such documentation upon demand in addition to and in like manner to the books and records required in Article III.

(B) In lieu of the documented fair market value of land allowed in subsection (b)(2)(A) above, an amount equal to twenty percent (20%) of the total selling price may be used to estimate the "fair market value" of land.

(3) (Reserved)

(4) A speculative builder may exclude gross income from the sale of partially improved residential real property as defined in (a)(4) above to another speculative builder only if all of the following conditions are satisfied:

(A) The speculative builder purchasing the partially improved residential real property has a valid Town privilege license for construction contracting as a speculative builder; and

(B) At the time of the transaction, the purchaser provides the seller with a properly completed written declaration that the purchaser assumes liability for and will pay all privilege taxes which would otherwise be due the Town at the time of sale of the partially improved residential real property; and

(C) The seller also:

(i) maintains proper records of such transactions in a manner similar to the requirements provided in this chapter relating to sales for resale; and

(ii) retains a copy of the written declaration provided by the buyer for the transaction; and

(iii) is properly licensed with the Town as a speculative builder and provides the Town with the written declaration attached to the Town privilege tax return where he claims the exclusion.

(5) For taxable periods beginning from and after July 1, 2008, the portion of gross proceeds of sales or gross income attributable to the actual direct costs of providing architectural or engineering services that are incorporated in a contract is not subject to tax under this section. For the purposes of this subsection, "direct costs" means the portion of the actual costs that are directly expended in providing architectural or engineering services.

(c) Tax liability for speculative builders occurs at close of escrow or transfer of title, whichever occurs earlier, and is subject to the following provisions, relating to exemptions, deductions and tax credits:

(1) Exemptions.

(A) The gross proceeds of sales or gross income attributable to the purchase of machinery, equipment or other tangible personal property that is exempt from or deductible from privilege or use tax under:

(i) Section 8-465, subsections (g) and (p)

(ii) Section 8-660, subsections (g) and (p)

shall be exempt or deductible, respectively, from the tax imposed by this Section.

(B) The gross proceeds of sales or gross income received from a contract for the construction of an environmentally controlled facility for the raising of poultry for the production of eggs and the sorting, or cooling and packaging of eggs shall be exempt from the tax imposed under this Section.

(C) The gross proceeds of sales or gross income that is derived from the installation, assembly, repair or maintenance of cleanrooms that are deducted from the tax base of the retail classification pursuant to Section 8-465, subsection (g) shall be exempt from the tax imposed under this section.

(D) The gross proceeds of sales or gross income that is derived from a contract entered into with a person who is engaged in the commercial production of livestock, livestock products or agricultural, horticultural, viticultural or floricultural crops or products in this state for the construction, alteration, repair, improvement, movement, wrecking or demolition or addition to or subtraction from any building, highway, road, excavation, manufactured building or other structure, project, development or improvement used directly and primarily to prevent, monitor, control or reduce air, water or land pollution shall be exempt from the tax imposed under this Section.

(E) any amount attributable to development fees that are incurred in relation to the construction, development or improvement of real property and paid by the taxpayer as defined in the model city tax code or by a contractor providing services to the taxpayer shall be exempt from the tax imposed under this section. For the purposes of this paragraph:

(i) the attributable amount shall not exceed the value of the development fees actually imposed.

(ii) the attributable amount is equal to the total amount of development fees paid by the taxpayer or by a contractor providing services to the taxpayer and the total development fees credited in exchange for the construction of, contribution to or dedication of real property for providing public infrastructure, public safety or other public services necessary to the development. The real property must be the subject of the development fees.

(iii) "development fees" means fees imposed to offset capital costs of providing public infrastructure, public safety or other public services to a development and authorized pursuant to [A.R.S. Section 9-463.05](#), [A.R.S. Section 11-1102](#) or [A.R.S. Title 48](#) regardless of the jurisdiction to which the fees are paid.

(2) Deductions.

(A) All amounts subject to the tax shall be allowed a deduction in the amount of thirty-five percent (35%).

(B) The gross proceeds of sales or gross income that is derived from a contract entered into for the installation, assembly, repair or maintenance of income-producing capital equipment, as defined in Section 8-110, that is deducted from the retail classification pursuant to Section 8-465(g), that does not become a permanent attachment to a building, highway, road, railroad, excavation or manufactured building or other structure, project, development or improvement shall be exempt from the tax imposed by this Section. If the ownership of the realty is separate from the ownership of the income-producing capital equipment, the determination as to permanent attachment shall be made as if the ownership was the same. The deduction provided in this paragraph does not include gross proceeds of sales or gross income from that portion of any contracting activity which consists of the development of, or modification to, real property in order to

facilitate the installation, assembly, repair, maintenance or removal of the income-producing capital equipment. For purposes of this paragraph, "permanent attachment" means at least one of the following:

(i) to be incorporated into real property.

(ii) to become so affixed to real property that it becomes part of the real property.

(iii) to be so attached to real property that removal would cause substantial damage to the real property from which it is removed.

(C) For taxable periods beginning from and after July 1, 2008 and ending before January 1, ~~2011~~2017, the gross proceeds of sales or gross income derived from a contract to provide and install a solar energy device. The contractor shall register with the department of revenue as a solar energy contractor. By registering, the contractor acknowledges that it will make its books and records relating to sales of solar energy devices available to the department of revenue and the Town, as applicable, for examination.

(3) Tax credits.

The following tax credits are available to owner-builders or speculative builders, not to exceed the tax liability against which such credits apply, provided such credits are documented to the satisfaction of the tax collector:

(A) A tax credit equal to the amount of Town privilege or use tax, or the equivalent excise tax, paid directly to a taxing jurisdiction or as a separately itemized charge paid directly to the vendor with respect to the tangible personal property incorporated into the said structure or improvement to real property undertaken by the owner-builder or speculative builder.

(B) A tax credit equal to the amount of privilege taxes paid to this Town, or charged separately to the speculative builder, by a construction contractor, on the gross income derived by said person from the construction of any improvement to the real property.

(C) No credits provided herein may be claimed until such time that the gross income against which said credits apply is reported.

Section 4. Section 8-417 of the Tax Code of the Town of Camp Verde is amended to read:

Sec. 8-417. Construction contracting: owner-builders who are not speculative builders.

(a) At the expiration of twenty-four (24) months after improvement to the property is substantially complete, the tax liability for an owner-builder who is not a speculative builder shall be at an amount equal to three percent (3%) of:

- (1) the gross income from the activity of construction contracting upon the real property in question which was realized by those construction contractors to whom the owner-builder provided written declaration that they were not responsible for the taxes as prescribed in Subsection 8-415(c)(2); and
- (2) the purchase of tangible personal property for incorporation into any improvement to real property, computed on the sales price.

(b) For taxable periods beginning from and after July 1, 2008, the portion of gross proceeds of sales or gross income attributable to the actual direct costs of providing architectural or engineering services that are incorporated in a contract is not subject to tax under this section. For the purposes of this subsection, "direct costs" means the portion of the actual costs that are directly expended in providing architectural or engineering services.

(c) The tax liability of this Section is subject to the following provisions, relating to exemptions, deductions and tax credits:

(1) Exemptions.

(A) The gross proceeds of sales or gross income attributable to the purchase of machinery, equipment or other tangible personal property that is exempt from or deductible from privilege or use tax under:

(i) Section 8-465, subsections (g) and (p)

(ii) Section 8-660, subsections (g) and (p)

shall be exempt or deductible, respectively, from the tax imposed by this Section.

(B) The gross proceeds of sales or gross income received from a contract for the construction of an environmentally controlled facility for the raising of poultry for the production of eggs and the sorting, or cooling and packaging of eggs shall be exempt from the tax imposed under this Section.

(C) The gross proceeds of sales or gross income that is derived from the installation, assembly, repair or maintenance of cleanrooms that are deducted from the tax base of the retail classification pursuant to Section 8-465, subsection (g) shall be exempt from the tax imposed under this Section.

(D) The gross proceeds of sales or gross income that is derived from a contract entered into with a person who is engaged in the commercial production of livestock, livestock products or agricultural, horticultural, viticultural or floricultural crops or products in this state for the construction, alteration, repair, improvement, movement, wrecking or demolition or addition to or subtraction from any building, highway, road, excavation, manufactured building or other structure, project, development or improvement used directly and primarily to prevent, monitor, control or reduce air, water or land pollution shall be exempt from the tax imposed under this Section.

(E) Any amount attributable to development fees that are incurred in relation to the construction, development or improvement of real property and paid by the taxpayer as defined in the model city tax code or by a contractor providing services to the taxpayer shall be exempt from the tax imposed under this section. For the purposes of this paragraph:

(i) the attributable amount shall not exceed the value of the development fees actually imposed.

(ii) the attributable amount is equal to the total amount of development fees paid by the taxpayer or by a contractor providing services to the taxpayer and the total development fees credited in

exchange for the construction of, contribution to or dedication of real property for providing public infrastructure, public safety or other public services necessary to the development. The real property must be the subject of the development fees.

(iii) "development fees" means fees imposed to offset capital costs of providing public infrastructure, public safety or other public services to a development and authorized pursuant to A.R.S. Section 9-463.05, A.R.S. Section 11-1102 or A.R.S. Title 48 regardless of the jurisdiction to which the fees are paid.

(2) Deductions.

(A) All amounts subject to the tax shall be allowed a deduction in the amount of thirty-five percent (35%).

(B) The gross proceeds of sales or gross income that is derived from a contract entered into for the installation, assembly, repair or maintenance of income-producing capital equipment, as defined in Section 8-110, that is deducted from the retail classification pursuant to Section 8-465(g), that does not become a permanent attachment to a building, highway, road, railroad, excavation or manufactured building or other structure, project, development or improvement shall be exempt from the tax imposed by this Section. If the ownership of the realty is separate from the ownership of the income-producing capital equipment, the determination as to permanent attachment shall be made as if the ownership was the same. The deduction provided in this paragraph does not include gross proceeds of sales or gross income from that portion of any contracting activity which consists of the development of, or modification to, real property in order to facilitate the installation, assembly, repair, maintenance or removal of the income-producing capital equipment. For purposes of this paragraph, "permanent attachment" means at least one of the following:

(i) to be incorporated into real property.

(ii) to become so affixed to real property that it becomes part of the real property.

(iii) to be so attached to real property that removal would cause substantial damage to the real property from which it is removed.

(C) For taxable periods beginning from and after July 1, 2008 and ending before January 1, ~~2011~~2017, the gross proceeds of sales or gross income derived from a contract to provide and install a solar energy device. The contractor shall register with the department of revenue as a solar energy contractor. By registering, the contractor acknowledges that it will make its books and records relating to sales of solar energy devices available to the department of revenue and the Town, as applicable, for examination.

(3) Tax credits.

The following tax credits are available to owner-builders and speculative builders, not to exceed the tax liability against which such credits apply, provided such credits are documented to the satisfaction of the tax collector:

- (A) A tax credit equal to the amount of Town privilege or use tax, or the equivalent excise tax, paid directly to a taxing jurisdiction or as a separately itemized charge paid directly to the vendor with respect to the tangible personal property incorporated into the said structure or improvement to real property undertaken by the owner-builder or speculative builder.
- (B) A tax credit equal to the amount of privilege taxes paid to this Town, or charged separately to the speculative builder, by a construction contractor, on the gross income derived by said person from the construction of any improvement to the real property.
- (C) No credits provided herein may be claimed until such time that the gross income against which said credits apply is reported.
- (d) The limitation period for the assessment of taxes imposed by this Section is measured based upon when such liability is reportable, that is, in the reporting period that encompasses the twenty-fifth (25th) month after said unit or project was substantially complete. Interest and penalties, as provided in Section 8-540, will be based on reportable date.
- (e) (Reserved)

Section 5. Section 8-445 of the Tax Code of the Town of Camp Verde is amended to read:

Sec. 8-445. Rental, leasing, and licensing for use of real property.

- (a) The tax rate shall be at an amount equal to two percent (2%) of the gross income from the business activity upon every person engaging or continuing in the business of leasing or renting real property located within the Town for a consideration, to the tenant in actual possession, or the licensing for use of real property to the final licensee located within the Town for a consideration including any improvements, rights, or interest in such property; provided further that:
 - (1) Payments made by the lessee to, or on behalf of, the lessor for property taxes, repairs, or improvements are considered to be part of the taxable gross income.
 - (2) Charges for such items as telecommunications, utilities, pet fees, or maintenance are considered to be part of the taxable gross income.
 - (3) However, if the lessor engages in telecommunication activity, as evidenced by installing individual metering equipment and by billing each tenant based upon actual usage, such activity is taxable under Section 8-470.
- (b) If individual utility meters have been installed for each tenant and the lessor separately charges each single tenant for the exact billing from the utility company, such charges are exempt.
- (c) Charges by a qualifying hospital, qualifying community health center or a qualifying health care organization to patients of such facilities for use of rooms or other real property during the course of their treatment by such facilities are exempt.
- (d) Charges for joint pole usage by a person engaged in the business of providing or furnishing utility or telecommunication services to another person engaged in the business

of providing or furnishing utility or telecommunication services are exempt from the tax imposed by this Section.

(e) (Reserved)

(f) A person who has less than three (3) apartments, houses, trailer spaces, or other lodging spaces rented, leased or licensed or available for rent, lease, or license within the State and no units of commercial property for rent, lease, or license within the State, is not deemed to be in the rental business, and is therefore exempt from the tax imposed by this Section on such income. However, a person who has one (1) or more units of commercial property is subject to the tax imposed by this Section on rental, lease and license income from all such lodging spaces and commercial units of real estate even though said person may have fewer than three (3) lodging spaces.

(g) (Reserved)

(h) (Reserved)

(i) (Reserved)

(j) Exempt from the tax imposed by this Section is gross income derived from the activities taxable under Section 8-444 of this code.

(k) (Reserved)

(l) (Reserved)

(m) (Reserved)

(n) Notwithstanding the provisions of Section 8-200(b), the fair market value of one (1) apartment, in an apartment complex provided rent free to an employee of the apartment complex is not subject to the tax imposed by this Section. For an apartment complex with more than fifty (50) units, an additional apartment provided rent free to an employee for every additional fifty (50) units is not subject to the tax imposed by this Section.

(o) Income derived from incarcerating or detaining prisoners who are under the jurisdiction of the United States, this State or any other state or a political subdivision of this State or of any other state in a privately operated prison, jail or detention facility is exempt from the tax imposed by this Section.

(p) Charges by any hospital, any licensed nursing care institution, or any kidney dialysis facility to patients of such facilities for the use of rooms or other real property during the course of their treatment by such facilities are exempt.

(q) Charges to patients receiving "personal care" or "directed care", by any licensed assisted living facility, licensed assisted living center or licensed assisted living home as defined and licensed pursuant to Chapter 4 Title 36 Arizona Revised Statutes and Title 9 of the Arizona Administrative Code are exempt.

(r) Income received from the rental of any "low-income unit" as established under Section 42 of the Internal Revenue Code, including the low-income housing credit provided by IRC Section 42, to the extent that the collection of tax on rental income causes the "gross rent" defined by IRC Section 42 to exceed the income limitation for the low-income unit is exempt. This exemption also applies to income received from the rental of individual rental units subject to statutory or regulatory "low-income unit" rent restrictions similar to IRC Section 42 to the extent that the collection of tax from the tenant causes the rental receipts to exceed a rent restriction for the low-income unit. This subsection also applies to rent received by a person other than the owner or lessor of the low-income unit, including a broker. This subsection does not apply unless a taxpayer maintains the documentation to

support the qualification of a unit as a low-income unit, the "gross rent" limitation for the unit and the rent received from that unit.

(S) THE GROSS PROCEEDS OF SALES OR GROSS INCOME DERIVED FROM A COMMERCIAL LEASE IN WHICH A RECIPROCAL INSURER OR A CORPORATION LEASES REAL PROPERTY TO AN AFFILIATED CORPORATION. FOR THE PURPOSES OF THIS PARAGRAPH:

(1) "AFFILIATED CORPORATION" MEANS A CORPORATION THAT MEETS ONE OF THE FOLLOWING CONDITIONS:

(A) THE CORPORATION OWNS OR CONTROLS AT LEAST EIGHTY PER CENT OF THE LESSOR.

(B) THE CORPORATION IS AT LEAST EIGHTY PER CENT OWNED OR CONTROLLED BY THE LESSOR.

(C) THE CORPORATION IS AT LEAST EIGHTY PER CENT OWNED OR CONTROLLED BY A CORPORATION THAT ALSO OWNS OR CONTROLS AT LEAST EIGHTY PER CENT OF THE LESSOR.

(D) THE CORPORATION IS AT LEAST EIGHTY PER CENT OWNED OR CONTROLLED BY A CORPORATION THAT IS AT LEAST EIGHTY PER CENT OWNED OR CONTROLLED BY A RECIPROCAL INSURER.

(2) FOR THE PURPOSES OF SUBSECTION (1), OWNERSHIP AND CONTROL ARE DETERMINED BY REFERENCE TO THE VOTING SHARES OF A CORPORATION.

(3) "RECIPROCAL INSURER" HAS THE SAME MEANING AS PRESCRIBED IN A.R.S. SECTION 20-762.

Section 6. Section 8-595 of the Tax Code of the Town of Camp Verde is amended to read:

Sec. 8-595. Collection of taxes when there is succession in and/or cessation of business.

(a) In addition to any remedy provided elsewhere in this Town Code that may apply, the Tax Collector may apply the provisions of subsections (b) through (d) below concerning the collection of taxes when there is succession in and/or cessation of business.

(b) The taxes imposed by this Chapter are a lien on the property of any person subject to this Chapter who sells his business or stock of goods, or quits his business, if the person fails to make a final return and payment of the tax within fifteen (15) days after selling or quitting his business.

(c) Any person who purchases, or who acquires by foreclosure, by sale under trust deed or warranty deed in lieu of foreclosure, or by any other method, improved real property or a portion of improved real property for which the Privilege Tax imposed by this Chapter has not been paid shall be responsible for payment of such tax as a speculative builder or owner builder, as provided in Sections 8-416 and 8-417.

(1) ANY PERSON WHO IS A CREDITOR OR AN AFFILIATE OF CREDITOR, WHO ACQUIRES IMPROVED REAL PROPERTY DIRECTLY OR INDIRECTLY FROM THE CREDITOR'S DEBTOR BY ANY MEANS.

SET FORTH IN THIS SUBSECTION, SHALL PAY THE TAX BASED ON THE AMOUNT RECEIVED BY THE CREDITOR OR ITS AFFILIATE IN A SUBSEQUENT SALE OF SUCH IMPROVED REAL PROPERTY TO A PARTY UNRELATED TO THE CREDITOR, REGARDLESS OF WHEN SUCH SUBSEQUENT SALE TAKES PLACE. SUCH TAX SHALL BE DUE IN THE MONTH FOLLOWING THE MONTH IN WHICH THE SALE OF THE IMPROVED REAL PROPERTY BY THE CREDITOR OR ITS AFFILIATE OCCURS. NOTWITHSTANDING THE FOREGOING, IF THE REAL PROPERTY MEETS THE DEFINITION OF PARTIALLY IMPROVED RESIDENTIAL REAL PROPERTY IN SECTION 8-416(A)(4) AND ALL OF THE REQUIREMENTS OF SECTION 8-416(B)(4) ARE MET BY THE PARTIES TO THE SUBSEQUENT SALE TRANSACTION, THEN THE TAX SHALL NOT APPLY TO THE SUBSEQUENT SALE.

(2) IN THE EVENT A CREDITOR OR ITS AFFILIATE USES THE ACQUIRED IMPROVED REAL PROPERTY FOR ANY BUSINESS PURPOSE, OTHER THAN OPERATING THE PROPERTY IN THE MANNER IN WHICH IT WAS OPERATED, OR WAS INTENDED TO BE OPERATED, BEFORE THE ACQUISITION OR IN ANY OTHER MANNER UNRELATED TO SELLING THE PROPERTY, THE TAX SHALL BE DUE. THE GROSS INCOME UPON WHICH THE TAX SHALL BE DETERMINED PURSUANT TO SECTIONS 8-416 AND 8-417 SHALL BE THE FAIR MARKET VALUE OF THE IMPROVED REAL PROPERTY AS OF THE DATE OF ACQUISITION. THE TAX SHALL BE DUE IN THE MONTH FOLLOWING THE MONTH IN WHICH SUCH FIRST BUSINESS USE OCCURS. WHEN APPLICABLE, THE CREDIT BID SHALL BE DEEMED TO BE THE FAIR MARKET VALUE OF THE PROPERTY AS OF THE DATE OF ACQUISITION.

(3) ONCE THE SUBSEQUENT SALE BY THE CREDITOR OR ITS AFFILIATE HAS OCCURRED AND THE CREDITOR OR ITS AFFILIATE HAS PAID THE TAX DUE FROM IT PURSUANT TO THIS SUBSECTION, NEITHER THE CREDITOR NOR ITS AFFILIATE, NOR ANY FUTURE OWNER, SHALL BE LIABLE FOR ANY OUTSTANDING TAX, PENALTIES OR INTEREST THAT MAY CONTINUE TO BE DUE FROM THE DEBTOR BASED ON THE TRANSFER FROM THE DEBTOR TO THE CREDITOR OR ITS AFFILIATE.

(4) IF THE TAX LIABILITY IMPOSED BY EITHER SECTION 8-416 OR SECTION 8-417 ON THE TRANSFER OF THE IMPROVED REAL PROPERTY TO THE CREDITOR OR ITS AFFILIATE, OR ANY PART THEREOF, IS PAID TO THE TAX COLLECTOR BY THE DEBTOR SUBSEQUENT TO PAYMENT OF THE TAX BY THE CREDITOR OR ITS AFFILIATE, THE AMOUNT SO PAID MAY CONSTITUTE A CREDIT, AS EQUITABLY DETERMINED BY THE TAX COLLECTOR IN GOOD FAITH, AGAINST THE TAX IMPOSED ON THE CREDITOR OR ITS AFFILIATE BY EITHER PARAGRAPH 1 OR PARAGRAPH 2 OF THIS SUBSECTION.

(5) NOTWITHSTANDING ANYTHING IN THIS CHAPTER TO THE

CONTRARY, IF A CREDITOR OR ITS AFFILIATE IS SUBJECT TO TAX AS DESCRIBED IN PARAGRAPH 1 OR PARAGRAPH 2 OF THIS SUBSECTION AND SUCH CREDITOR OR AFFILIATE HAS NOT PREVIOUSLY BEEN REQUIRED TO BE LICENSED, SUCH CREDITOR OR AFFILIATE SHALL BECOME LICENSED NO LATER THAN THE DATE ON WHICH THE TAX IS DUE.

(d) A person's successors or assignees shall withhold from the purchase money an amount sufficient to cover the taxes required to be paid, and interest or penalties due and payable, until the former owner produces a receipt from the Tax Collector showing that all Town tax has been paid or a certificate stating that no amount is due as then shown by the records of the Tax Collector. The Tax Collector shall respond to a request from the seller for a certificate within fifteen (15) days by either providing the certificate or a written notice stating why the certificate cannot be issued.

(1) If a subsequent audit shows a deficiency arising before the sale of the business, the deficiency is an obligation of the seller and does not constitute a liability against a buyer who has received a certificate from the Tax Collector.

(2) If the purchaser of a business or stock of goods fails to obtain a certificate as provided by this Section, he is personally liable for payment of the amount of taxes required to be paid by the former owner on account of the business so purchased, with interest and penalties accrued by the former owner or assignees.

Section 6. Section 8-660 of the Tax Code of the Town of Camp Verde is amended to read:

Sec. 8-660. Use tax: exemptions.

The storage or use in this Town of the following tangible personal property is exempt from the Use Tax imposed by this Article:

- (a) tangible personal property brought into the Town by an individual who was not a resident of the Town at the time the property was acquired for his own use, if the first actual use of such property was outside the Town, unless such property is used in conducting a business in this Town.
- (b) tangible personal property, the value of which does not exceed the amount of one thousand dollars (\$1,000) per item, acquired by an individual outside the limits of the Town for his personal use and enjoyment.
- (c) charges for delivery, installation, or other customer services, as prescribed by Regulation.
- (d) charges for repair services, as prescribed by Regulation.
- (e) separately itemized charges for warranty, maintenance, and service contracts.
- (f) prosthetics.
- (g) income-producing capital equipment.
- (h) rental equipment and rental supplies.
- (i) mining and metallurgical supplies.

(j) motor vehicle fuel and use fuel which are used upon the highways of this State and upon which a tax has been imposed under the provisions of Article I or II, Chapter 16, Title 28, Arizona Revised Statutes.

(k) tangible personal property purchased by a construction contractor, but not an owner-builder, when such person holds a valid Privilege License for engaging or continuing in the business of construction contracting, and where the property acquired is incorporated into any structure or improvement to real property in fulfillment of a construction contract.

(l) sales of motor vehicles to nonresidents of this State for use outside this State if the vendor ships or delivers the motor vehicle to a destination outside this State.

(m) tangible personal property which directly enters into and becomes an ingredient or component part of a product sold in the regular course of the business of job printing, manufacturing, or publication of newspapers, magazines or other periodicals. Tangible personal property which is consumed or used up in a manufacturing, job printing, publishing, or production process is not an ingredient nor component part of a product.

(n) rental, leasing, or licensing for use of film, tape, or slides by a theater or other person taxed under Section 8-410, or by a radio station, television station, or subscription television system.

(o) food served to patrons for a consideration by any person engaged in a business properly licensed and taxed under Section 8-455, but not food consumed by owners, agents, or employees of such business.

(p) tangible personal property acquired by a qualifying hospital, qualifying community health center or a qualifying health care organization, except when the property is in fact used in activities resulting in gross income from unrelated business income as that term is defined in 26 U.S.C. Section 512.

(q) food for home consumption.

(r)(Reserved)

(1) (Reserved)

(2) (Reserved)

(3) (Reserved)

(4) (Reserved)

(s) groundwater measuring devices required by A.R.S. Section 45-604.

(t) (Reserved)

(u) aircraft acquired for use outside the State, as prescribed by Regulation.

(v) sales of food products by producers as provided for by A.R.S. Sections 3-561, 3-562 and 3-563.

(w) (Reserved)

(x) (Reserved)

(y) Tangible personal property donated to an organization or entity qualifying as an exempt organization under 26 U.S.C. Section 501(c)(3); if and only if:

(1) the donor is engaged or continuing in a business activity subject to a tax imposed by Article IV; and

(2) the donor originally purchased the donated property for resale in the ordinary course of the donor's business; and

(3) the donor obtained from the donee a letter or other evidence satisfactory to the

Tax Collector of qualification under 26 U.S.C. Section 501(c)(3) from the Internal Revenue Service or other appropriate federal agency; and
(4) the donor maintains, and provides upon demand, such evidence to the Tax Collector, in a manner similar to other documentation required under Article III.

(z) (Reserved)

(aa) tangible personal property used in remediation contracting as defined in Section 8-100 and Regulation 8-100.5.

(bb) materials that are purchased by or for publicly funded libraries including school district libraries, charter school libraries, community college libraries, state university libraries or federal, state, county or municipal libraries for use by the public as follows:

- (1) printed or photographic materials.
- (2) electronic or digital media materials.

(cc) food, beverages, condiments and accessories used for serving food and beverages by a commercial airline, as defined in A.R.S. § 42-5061(A)(49), that serves the food and beverages to its passengers, without additional charge, for consumption in flight. For the purposes of this subsection, "accessories" means paper plates, plastic eating utensils, napkins, paper cups, drinking straws, paper sacks or other disposable containers, or other items which facilitate the consumption of the food.

(dd) wireless telecommunication equipment that is held for sale or transfer to a customer as an inducement to enter into or continue a contract for telecommunication services that are taxable under Section 8-470.

(ee) (Reserved)

(ff) alternative fuel as defined in A.R.S. § 1-215, by a used oil fuel burner who has received a Department of Environmental Quality permit to burn used oil or used oil fuel under A.R.S. § 49-426 or § 49-480.

(gg) food, beverages, condiments and accessories purchased by or for a public educational entity, pursuant to any of the provisions of Title 15, Arizona Revised Statutes; to the extent such items are to be prepared or served to individuals for consumption on the premises of a public educational entity during school hours. For the purposes of this subsection, "accessories" means paper plates, plastic eating utensils, napkins, paper cups, drinking straws, paper sacks or other disposable containers, or other items which facilitate the consumption of the food.

(hh) personal hygiene items purchased by a person engaged in the business of and subject to tax under Section 8-444 of this code if the tangible personal property is furnished without additional charge to and intended to be consumed by the person during his occupancy.

(ii) the diversion of gas from a pipeline by a person engaged in the business of operating a natural or artificial gas pipeline, for the sole purpose of fueling compressor equipment to pressurize the pipeline, is not a sale of the gas to the operator of the pipeline.

(jj) food, beverages, condiments and accessories purchased by or for a nonprofit charitable organization that has qualified as an exempt organization under 26 U.S.C Section 501(c)(3) and regularly serves meals to the needy and indigent on a continuing basis at no cost. For the purposes of this subsection, "accessories" means paper plates, plastic eating utensils, napkins, paper cups, drinking straws, paper sacks or other disposable containers, or other items which facilitate the consumption of the food.

(kk) sales of motor vehicles that use alternative fuel if such vehicle was manufactured as a diesel fuel vehicle and converted to operate on alternative fuel and sales of equipment that is installed in a conventional diesel fuel motor vehicle to convert the vehicle to operate on an alternative fuel, as defined in A.R.S. § 1-215.

(LL) THE STORAGE, USE OR CONSUMPTION OF TANGIBLE PERSONAL PROPERTY IN THE CITY OR TOWN BY A SCHOOL DISTRICT OR CHARTER SCHOOL.

4. 8



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 6, 2012

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation Special Session

Requesting Department: Finance

Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): Possible approval of Ordinance 2012-A383, adopting "The 2010-11 Amendments to the Tax Code of the Town of Camp Verde".

List Attached Documents: 1) Ordinance 2012-A383

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews Completed by:

- Department Head: Town Attorney Comments: Approved

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact: No direct fiscal impact

Comments: The amendments are annual required adjustments.

Background Information: These are changes that we (as well as other Arizona cities and towns) make on a fairly regular basis; normally annually. Our last update was in August of 2009. The amendments should not be changed and are to be accepted as provided by the League of Arizona Cities and Towns. See Resolution 2012-863 for further background information.

Recommended Action (Motion): Approval of Ordinance 2012-A383, adopting "The 2010-11 Amendments to the Tax Code of the Town of Camp Verde".

Instructions to the Clerk: N/A

ORDINANCE 2012-A383

AN ORDINANCE OF THE TOWN OF CAMP VERDE, ARIZONA, RELATING TO THE PRIVILEGE LICENSE TAX; ADOPTING "THE 2010-11 AMENDMENTS TO THE TAX CODE OF THE TOWN OF CAMP VERDE " BY REFERENCE; ESTABLISHING AN EFFECTIVE DATE; PROVIDING FOR SEVERABILITY AND PROVIDING PENALTIES FOR VIOLATIONS.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA:

Section 1: That certain document known as "The 2010-11 Amendments to the Tax Code of the Town of Camp Verde," three copies of which are on file in the office of the town clerk of the Town of Camp Verde, Arizona, which document was made a public record by Resolution No.2012-863 of the Town of Camp Verde, Arizona, is hereby referred to, adopted and made a part hereof as if fully set out in this ordinance.

Section 2: The following Sections have changes:

- Tax Code - Section 8-100 General Definitions of the Tax Code is amended.
- Tax Code - Section 8-415 Construction Contracting: Construction contractors.is amended
- Tax Code - Section 8-416 Construction contracting: Speculative Builders is amended
- Tax Code - Section 8-417 Construction contracting: owner-builders who are not speculative builders
- Tax Code - Section 8-445 Rental, leasing, and licensing for use of real property
- Tax Code - Section 8-595 Collection of taxes when there is succession in and/or cessation of business
- Tax Code - Section 8-660 Use tax: exemptions

Section 3: Any person found guilty of violating any provision of these amendments to the tax code shall be guilty of a class one misdemeanor. Each day that a violation continues shall be a separate offense punishable as herein above described.

Section 4: If any section, subsection, sentence, clause, phrase or portion of this ordinance or any part of these amendments to the tax code adopted herein by reference is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 5: The provisions of section 1 of this ordinance shall be effective from and after June 1, 2011. The provisions of section 2 through 5 of this ordinance shall be effective from and after July 29, 2010. The provisions of section 6 of this ordinance shall be effective from and after September 30, 2009.

PASSED AND ADOPTED by the Mayor and Council of the Town of Camp Verde, Arizona, this 6th day of June 2012.

Mayor

ATTEST:

APPROVED AS TO FORM:

Town Clerk

W.J. Sims, Town Attorney

5



Town of Camp Verde

Meeting Date: June 6, 2012

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Presentation of Certificates of Appreciation to Carole Dvorak, George Dvorak, and Bill Stafford in recognition and appreciation of their outstanding volunteerism at Fort Verde State Historic Park

List Attached Documents: Certificates of Appreciation

Power Point Presentation: No

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

Department Head: _____ Town Attorney Comments: N/A

Finance Department – N/A

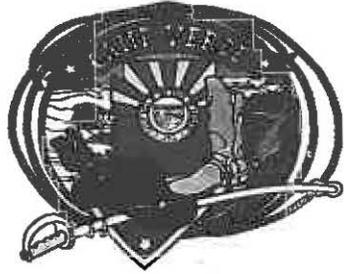
Background Information:

On behalf of the Town, partner for the Fort Verde State Historic Park ("Fort"), the Mayor and Council are honored to present Certificates of Appreciation to the following people (also recipients of the March 30, 2012 Arizona State Park's awards) in recognition and appreciation of their outstanding contribution of time, energy and volunteer efforts at the Fort:

<u>Name(s)</u>	<u>Arizona State Park's awards</u>
Carole Dvorak/George Dvorak	Volunteer of the Year
Bill Stafford	Volunteer of the Region

Recommended Action (Motion): Present Certificates of Appreciation

Instructions to the Clerk: Please agendize as the first item under regular business



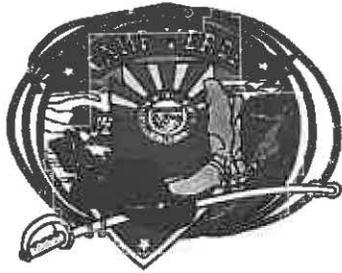
Town of Camp Verde
Certificate of Appreciation

To
Carole Dvorak

On behalf of the Town of Camp Verde
we wish to thank you and recognize you for the March 30, 2012 ASP Volunteer of the Year Award
and your outstanding commitment to Fort Verde State Historic Park including
participation/coordination in 'Hold the Fort' efforts and 4th Fridays of the Month

Mayor Bob Burnside

Date

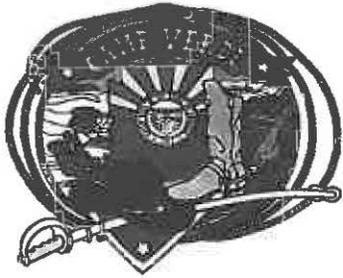


Town of Camp Verde
Certificate of Appreciation
To
George Dvorak

On behalf of the Town of Camp Verde
we wish to thank you and recognize you for the March 30, 2012 ASP Volunteer of the Year Award
and your outstanding commitment to Fort Verde State Historic Park as the Fort's Building
Maintenance Specialty Projects Coordinator and participation in the 4th Fridays of the Month

Mayor Bob Burnside

Date



Town of Camp Verde
Certificate of Appreciation

To
Bill Stafford

On behalf of the Town of Camp Verde
we wish to thank you and recognize you for the March 30, 2012 ASP Volunteer of the Year Award
and your outstanding commitment to Fort Verde State Historic Park including
participation/coordination in 'Hold the Fort' efforts and Dutch Oven cooking

Mayor Bob Burnside

Date

Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 6, 2012

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Debbie Barber, Town Clerk

Agenda Title (be exact): Discussion, consideration, and possible appointment of two (2) members to the Board of Adjustments & Appeals and possible waiver of the waiting period prior to administering the oath of office. One term expires in January 2013 and the other in January 2015. There are two qualified applicants for the positions, B.J. (Brad Davis) and Brad Gordon.

List Attached Documents: Letters of Interest, 7-16-08 Minutes

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

Department Head: Debbie Barber

Town Attorney Comments: N/A

Finance Department N/A

Fiscal Impact: None

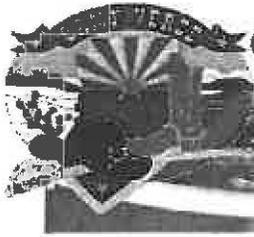
Budget Code: N/A **Amount Remaining:** _____

Comments:

Background Information: There are two vacant seats on the Board of Adjustments & Appeals. Clerk's Office staff has advertised and received two qualified applications for the position. Staff recommends that Council waive the waiting period (set by Council motion on 7-16-08) since there is a hearing with attorneys present that is scheduled for June 12, 2012. There will be one member absent and another member who is expected to recuse himself.

Recommended Action (Motion): Move to appoint two members to the Board of Adjustments & Appeals and waive the waiting period requirement.

Instructions to the Clerk: Administer the Oaths of Office



Camp Verde, Arizona

LETTER OF INTEREST

Name: **B. J. Davis (Brad)** Date: **May 16, 2012**

Home Address: **393 West Gripper Lane, Camp Verde, AZ 86322**

Mailing Address, if different: **P.O. Box 4170, Camp Verde, AZ 86322**

Email Address: **beejdavis@centurylink.net**

Home Telephone: **928 563-3906** Work Telephone: **928 301-5333**

Are you a resident of the Town of Camp Verde? Yes No Do you own commercial property in the Town of Camp Verde Yes No

Length of residency in the Town of Camp Verde: **6 months** Do you operate a business in Camp Verde? Yes No **but will be soon**

Name and address of business (if applicable):

If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: **Architect**

Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? Yes No If yes, please list names of board/commission and dates served:

Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:

- | | |
|--|---------------------------------------|
| 1. Board of Adjustments Appeals | 3. Library Advisory Commission |
| 2. Design Review | 4. Housing Commission |

Education and Community Service

Schools Attended:	Degree:	Year:
LITTLETON HS, Colorado	Graduated	1981
KANSAS UNIVERSITY, LAWRENCE KS	B. Arch.	1979
Civic Activities-Service Organizations	Office Held:	Year Begun: Year Ended:

Please state why you would like to be appointed to a Town Board, Commission, or Committee: **I would like to contribute positively to the town.**

Have you ever been charged and convicted of a crime? Yes No

If yes please explain.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

(a) **Carrying out the duties of a board member professionally and promptly.**

(b) **Fair and reasonable decisions consistent with the Town Code.**

(c) **Active and respectful discussion and decision making with the other Board members.**

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee: My 32 years as an Architect and manager of

Architectural firms has given me experience in dealing with zoning issues, analyzing complex situations and finding fair and reasonable resolutions to conflicts.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 100 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: _____



Date: 5/24/12

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

B.J. Davis

Home Phone: (928) 567-7408

Cell Phone: (928) 301-5373

beejdavis@centurylink.com

EXPERIENCE:

HOK Architects, Corporation - Canada

December 2006 to September 2011

Positions:

Management Principal, (Dec 2010 – Sept 2011) in charge of office management and profitability of the Canada group of 4 offices. Regular coordination with and reporting directly to Corporate Officers.

Director of Studio Operations, (Dec 2006 – Nov 2010) oversees operations and management of contracts for all projects across HOK Canada, a 300 person firm. Included oversight of project financial control, service delivery quality assurance, resource management, contract management, and general leadership and mentoring.

Projects:

Multiple projects in market sectors including Health Care; Hotel and other Mixed-use Commercial; and Science & Tech Architecture; and Hotel, Corporate and Retail Interiors; across Canada and in the Middle East.

THE DURRANT GROUP, INC.

JUNE 2004 to DECEMBER 2006

Position:

Managing Principal, hired to return the Denver office of The Durrant Group to profitability. Responsibilities included business management of the Denver office, maintaining office wide workload schedule, balancing staff workloads, collaboration with other Durrant offices for work sharing, leadership and oversight of operations and production, and leadership of the team marketing effort.

Projects:

Numerous medium to large prison projects in Colorado, Texas, Alaska, Barbados and Israel, a large mixed use redevelopment of a southeast Denver mall, a number of K-12 projects and numerous big box and strip retail projects;

GREY WOLF ARCHITECTS

August 2002 to June 2004

Position:

Director of Production, in charge of overseeing design and document production and overall quality control for a growing 10 person architectural firm. Responsibilities included maintaining firm wide workload schedule and balancing staff workloads, setting and reviewing project budgets with project managers to maximize profit and minimize risk, and preconstruction scheduling of projects.

Projects:

A large Performing Arts Addition and Remodel Telluride High School, a build to suit project for a mechanical supply company, various office-warehouse projects, Various K-12 schools and school additions and Tenant Improvements

PINKARD CONSTRUCTION COMPANY

August 1998 to May 2002

Position:

Manager of Design Build Services, in charge of developing and running a profitable Design Build Department on projects where Pinkard was lead and held the Architect's contract. Responsibilities included creating and managing a successful design build department; overseeing projects to success, maximizing profit and minimizing risk; hiring architect/engineer teams for DB projects and managing their performance; business development of design build projects; and preconstruction advising on non-design build projects.

Projects (all Contractor-Led Design Build):

A large assisted living complex in Boulder, CO; 3 churches, 2 office-warehouse projects; a speculative retail center and a small chain of local Hispanic grocery stores.

PIERCE SEGERBERG & ASSOCIATES (currently Resort Design Associates) **May 1989 to August 1998**

Position:

Principal in Charge of the Denver Office including opening, growing and managing the Denver branch of this Vail based firm, to 12 staff. Became a partial owner and business partner of the firm which grew to 40 staff in 4 offices. Responsibilities focused on managing the Denver office and was the principal in charge of contracts, document quality standards, fees and billing issues, insurance issues, human resources, and staff management/ motivation.

Projects:

Numerous (over a dozen) hotel/ fractional fee resort projects ranging from \$5M to \$20M, and multiple single-family homes in Vail, Beaver Creek, Mountainstar and Bachelor Gulch developments in the Vail/Avon area of Colorado.

MURATA OUTLAND ASSOCIATES (currently M+O+A Architectural Partnership) **July 1984 to May 1989**

Position:

Project Architect, Job Captain and Draftsman including client contact, schematic design, design development and construction document production, code compliance, subconsultant coordination constructability reviews/ value engineering.

Projects:

Various Office and Office/Warehouse projects, an athletic club and conference center in downtown Denver, and elderly housing projects

ARTHUR SWORDS ARCHITECTS

April 1982 to July 1984

Position:

Project Architect, Job Captain and Draftsman including client contact, schematic design, design development and construction document production, code compliance, subconsultant coordination and construction administration.

Projects:

Various retail projects and single and multi-family residences, one private high school renovation, and a state park complex.

MOYES ASSOCIATES

July 1980 to April 1982

Position:

Job Captain and Draftsman including schematic design, design development and construction document production, code compliance, subconsultant coordination and construction administration.

Projects:

Various condominiums, single- and multi-family residences, churches and one hospital renovation.

HORNER/BLESSING/ASSOCIATES (Kansas City, Mo.)

January 1979 to June 1980

Position:

Draftsman and Construction Administrator including design development and construction document production, construction administration and subconsultant coordination

Projects:

Various commercial and higher education projects.

DEGREE AND LICENSES:

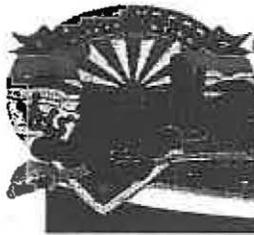
Colorado Licensed Architect, since January 1983.

Member of the American Institute of Architects

LEED Accredited Professional, as of July 2006

Bachelor of Architecture Degree, University Of Kansas, 1979.

Board of Adjustments



Camp Verde, Arizona

LETTER OF INTEREST

Name: Brad Gordon		Date: 4-25-12	
Home Address: 1098 S. Canal Cir			
Mailing Address, if different: P.O. Box 830 Camp Verde 86322			
Email Address: bgordon285@hotmail.com			
Home Telephone: 602-284-5022		Work Telephone:	
Are you a resident of the Town of Camp Verde? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Do you own commercial property in the Town of Camp Verde <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Length of residency in the Town of Camp Verde: 1 yr.		Do you operate a business in Camp Verde? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Name and address of business (if applicable):			
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: Surveyor - Realtor - developer			
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please list names of board/commission and dates served:			
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. Planning & Zoning		3.	
2. Board of Adjustments		4.	
Education and Community Service			
Schools Attended:		Degree:	Year:
University of Phoenix		BSBA	1993
Civic Activities-Service Organizations		Office Held:	Year Begun: Year Ended:
The Learning Inst.		Board Member	2000 2008
The Learning Institute		Board Member	2000 2008
Please state why you would like to be appointed to a Town Board, Commission, or Committee:			
What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?			
(a) Provide honest, fair & technically correct input on issues			
(b) Fiscal responsibility and protection of rights			
(c) Courteous exchange of ideas or viewpoints			

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee: My Career has been in Surveying and Engineering and have developed Subdivisions and Commercial projects in Many Cities & Counties. I am familiar with the process of development and budgets.

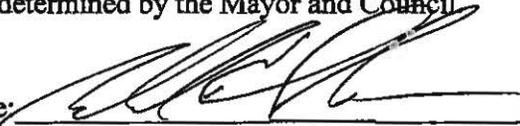
Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 100 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature:  Date: 4-25-12

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

5-1-2012 ph. Let him know there was an opening on Board of Golf

30th meeting; and consultant interviews rescheduled to a date either prior to or after the July 30th Special Session.

The change in time to 6:00 p.m. from what had been previously discussed was acknowledged; requests were made to include on the agenda the Code of Ethics and Business Licenses. Manager Scannell confirmed that Marshal Smith had indicated he was comfortable with the current practice regarding the issuance of violations for parking in Handicapped spaces. Scannell added that he had suggested that Marshal Smith share that official stated position with his staff and the VIP's. It was also requested that a discussion be added for Per Diem and Travel, and review of State and local Code regarding the procurement process and the amounts restricted to Council and Mayor, elected officials specifically.

Scannell requested confirmation that an Executive Session can be scheduled prior to the July 30th Special Session pursuant to meeting statutory requirements, which Gioia confirmed. It was also agreed that Scannell could reschedule the date for the interviews for the consultant for the Park Master Plan; that date will be determined after setting the Executive Session, either ahead or behind.

There was no public input.

Councilor Garrison requested items 9, 10, and 11:

-  9. **Discussion, consideration, and possible direction to staff to prepare a form to include with all Commission packets that must be signed and dated acknowledging that the Commission applicant or candidate has received and read the material that has been given to them. Commission members are currently provided with General Information, Meeting Schedule, Code of Ethics, Open Meeting Law, Chapter 4 of the Town Code, Agenda Handbook, and Duties & Requirements of all Commissions upon receiving the Oath of Office.**

Staff was directed to implement the following procedure: After Council appointment to a Commission, the appointee will be given the complete related information with a maximum of two weeks to study it, ask questions, and then after agreeing to follow the rules, the appointee will be sworn in.

Garrison outlined the problem of Commission appointees taking their oaths of office prior to being able to become familiar with the "rules of the game," citing her own past experiences, and input from some individual Commissioners. Garrison suggested that a complete packet of information pertaining to the role of any Commissioner be made available prior to appointment, with the individual signing a document acknowledging receipt of the information. During discussion, it was further suggested that such a complete packet of information be given to a new appointee prior to being sworn in; that would also give the applicant the opportunity to withdraw after studying the requirements. There was also a suggestion for setting up possible four-hour training sessions with the League of Cities & Towns.

PUBLIC INPUT

Robin Whatley, Parks & Rec Commissioner, agrees that prospective Commissioners should be aware of the expectations of that position, be given the packet after appointment but prior to being sworn in.

Tom Nielson, Library Commissioner, commented that the book sets out the protocol.

Chip Norton, Design Review Board member, felt it was a great idea to provide the information after selection, but prior to being sworn in.

There was no further public input.



Smith said he would like to see a subcommittee made up of other Commissioners, and he suggested participation by other possible community representatives, to help orient new appointees; that would also contribute to leadership building.

10. **Discussion, consideration, and possible determination of the scope of duties for the Camp Verde Sanitary District liaison.**

The Council directed that a formal notice be prepared to advise the Sanitary District that any of their requests must be agendized, acted upon and communicated to the Town in writing; and all actions taken by the Council be relayed to the Sanitary District in writing; any public information discussed with the Sanitary District will be clearly identified as information only.

Gioia requested that the Clerk be instructed to include an agenda item on the next Regular Council Session for selection of an alternate liaison as a back-up to German.

Garrison expressed concern that the previous request by German for guidelines to follow as the Camp Verde Sanitary District liaison had not been addressed, adding that the position is critical to the community and can be very challenging.

German outlined what he envisions is the duty of a liaison, consisting of gathering information from the District, bringing it back to the Town Manager for his dissemination to various department heads as he sees fit, including referral to the Council for decisions; also relaying information back from the Council to the agency for appropriate agenda planning or resource planning to gather information that might mutually benefit both agencies.

During the discussion, there was stress on the importance of relaying information from the Council in the form of a motion, not just casual conversation. Information from the District should be to Council through Council Information Reports, or to staff through the Town Manager. The members also pointed out the problems arising from verbal comments in the past and the need to communicate in writing, either for the District to agendize, vote and formalize requests, or to relay to the District any formal actions by the Council. Through that process there will be proper documentation and a paper trail. German agreed to work with Gioia to prepare a notice to the Sanitary District outlining the need to communicate back and forth with documentation. German requested confirmation that relaying public information to the District for formal agendizing and action would also be another duty of the liaison. There was concern noted pointing out the possible inference that the Town would be willing to do something, and German was cautioned and agreed to make it perfectly clear that it would be for information only.

There was no public input.

11. **Discussion, consideration, and possible setting of a time, date, and place to hold a Council retreat.**

Staff was directed to arrange a retreat at either of the two options, Jackpot Ranch or Rainbow Acres, if available, and with input from the members set a date following the last vacation scheduled.

Garrison reminded the members of their previous decision to strengthen communication through attending periodic retreats; none have been held for months now; she added that it would not be necessary to include a facilitator, everyone just needs to communicate. Smith said that Item 12 could also be agendized for the retreat, and suggested two different convenient facilities; one, Jackpot Ranch, and the other, Rainbow Acres, both possibly at no charge.

Mayor Gioia requested item 12:

12. **Discussion, consideration, and possible direction to staff relative to strategic planning that includes, but is not limited to: goals, finances, services, and facilities.**

Gioia commented that the proposed retreat will be a great opportunity to discuss more direction,



**TOWN OF CAMP VERDE
Agenda Action Form**

Meeting Date: June 6, 2012

Meeting Type:

Consent Agenda – Special Announcements Regular Business Work or Special Session

Agenda Title:

Discussion, consideration and possible Nomination of a candidate for possible consideration of an election to the Arizona Municipal Risk Retention Pool (AMRRP) Board of Trustees (BOARD) to fill a 4-year term that expires in 2016

Purpose and Background Information:

AMRRP provides the Town and other Arizona public agencies the opportunity to pool insurance coverages. AMRRP is owned and operated by its Arizona City and Town Members (and overseen by the **BOARD**) in a cooperative effort to provide protection from losses to Members' resources and claims due to the services provided by municipal government. AMRRP is administered by Southwest Risk, which is a division of Berkley Risk Administrators Company, LLC. In 2011 AMRRP completed their 24th successful year of business.

The business affairs of AMRRP are conducted by the **BOARD** consisting of nine elected members (trustees) that meet approximately 6 times annually and serve a term of office, usually, for 4-years. Trustees are representatives of Member Municipalities and are elected at the Annual Membership meeting via ballots cast by Members.

The BOARD adopts policies and procedures and addresses topics such as:

1. Member services; and
2. Reinsurance; and
3. Retaining services of an administrator, legal counsel to monitor and provide advice with respect to any legal, political or legislative issues that could affect the AMRRP and its Members; and
4. Hiring other consultants as needed; and
5. Issues that may affect the Pool and its membership, e.g.:
 - a. Claims, underwriting and loss-control; and
 - b. Finance and investment; and
 - c. Political or legislative.

Below, are examples of committees that the **BOARD** has established to assist in its endeavors:

- Marketing - promotes Pool Membership and Member retention
- Loss Control/Claims - reviews loss trends and develops loss control programs for reducing claims and controlling premium costs
- Finance - assists the BOARD in monitoring the Pool's investments

The Administrator and the Executive Director of the League of Arizona Cities and Towns also serve as advisors to the **BOARD**.

In the near term, Council will have an opportunity to vote for two candidates (from a nominee list) who are seeking election to fill two terms on the **BOARD**. A Previous council selected Russ Martin as the voting representative, i.e. ballot recipient and vote caster based Council action to nominate and elect.

Councilmember Jackie Baker currently serves on the **BOARD** and has input into the **BOARD**'s decisions relative to the Pool's insurance coverage of its Members.

If Council chooses to nominate a candidate, the Town is required to advance the candidates name along with their brief biography to the Nominating Committee by **June 8, 2012**.

Recommendation

Possibly nominate a candidate for possible consideration of an election to the Arizona Municipal Risk Retention Pool (AMRRP) Board of Trustees (BOARD) to fill a 4-year term that expires in 2016

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund: N/A

Attorney Review: Yes No N/A

Attorney Comments: N/A

Submitting Department: Administration

Contact Person: Russ Martin

Supporting Documents attached: Yes No N/A (If yes, list detail below)

AMRRP's Call for Nominations Brochure received May 23, 2012

Instructions to Clerk: None

Action Report prepared by: C. Brown

Trustee Terms Expiring in 2012

George Hoffman
City Manager
City of Apache Junction

Jesus "Rudy" Rodriguez
Finance Director/Treasurer
City of Cottonwood

Trustee Terms Expiring in 2013

Scott Barber
Admin. Services Director
City of Casa Grande

Robert Easton
Safety & Risk Manager
Town of Oro Valley

Trustee Terms Expiring in 2014

Jackie Baker
Council Member
Town of Camp Verde

David Kincaid
City Manager
City of Safford

Trustee Terms Expiring in 2015

Duane Blumberg
Mayor
Town of Sahuarita

Dean Coughenour
Risk Manager
City of Goodyear

Kelly Udall
Town Manager
Town of Pinetop-Lakeside



Arizona Municipal Risk Retention Pool
14902 North 73rd St, Scottsdale, AZ 85260
Main Phone: 602-996-8810 / Fax: 602-996-9045
www.amrrp.org

Russ Martin
Town Manager
Town of Camp Verde
473 S Main St Ste 102
Camp Verde, AZ 86322

05-23-12PM 14902 N 73RD ST

05-23-12PM 05



UNITED STATES POSTAGE
PITNEY BOWES
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MAY 22 2012
MAILED FROM ZIP CODE 85260



**Board of Trustees
2012
Call for
Nominations**

Arizona Municipal Risk Retention Pool
14902 North 73rd Street
Scottsdale, AZ 85260
602.996.8810 / 602.996.9045 FAX
www.amrrp.org

AMRRP

2012 Call For Nominations

Nine Trustees serve on the Board of Trustees, each for a term of office of four years. Trustee terms of office are staggered, with the terms of approximately 1/4 of the Trustees expiring annually.

Each Trustee shall hold office until his/her successor is duly appointed or elected. A Trustee may resign at any time upon written notice to the Board or a Trustee may be removed from the Board subject to the Pool's Bylaws.



- ▶ To fill openings created by term expirations, this year **two** Trustees will be elected to the AMRRP Board.
- ▶ Each new Trustee will be elected for a four-year term.
- ▶ In the event of a tie, AMRRP Member Voting Representatives present at the Annual Members' meeting on Friday, July 13, 2012, will vote to break the tie.

Trustee Responsibilities

The Board of Trustees directs the AMRRP. Such direction includes but is not limited to:

- ▶ Adopting policies, rules and procedures for the administration and operation of the Pool, consistent with law and AMRRP's Articles of Incorporation and Bylaws
- ▶ Retaining the services of an administrator, legal counsel, actuaries, auditors, engineers, private consultants and advisors as the Board deems necessary to carry out the business and purposes of the Pool
- ▶ Authorizing payment of claims pursuant to, and limited by, the Members' Coverage Agreement with the Pool
- ▶ Authorizing the purchasing, leasing or renting of any real or personal property deemed necessary
- ▶ Entering into financial and service agreements with investment managers and banks

Trustee responsibilities include, but are not limited to:

- ▶ Establishing terms, conditions, limits and exclusions of coverage
- ▶ Ensuring all claims are promptly paid
- ▶ Establishing procedures to safeguard the financial and physical assets of the Pool
- ▶ Oversight of the recording and maintenance of minutes of the Board and Committee meetings
- ▶ Designating an administrator to: manage the policies established by the Board; provide day-to-day administration of the Pool and; make recommendations to the Board concerning all issues requiring Board consideration and action
- ▶ Attending at least four Board of Trustees meetings, one annual Membership meeting, and any properly called "special meetings" throughout the year. Prior to each Board of Trustees meeting, Trustees should review all materials circulated with the meeting agenda
- ▶ Serving as a representative of the Pool in its marketing and administrative functions

Any employee or elected official of an AMRRP Member city or town is eligible for nomination. If you are interested in serving on the Board, or if you wish to nominate someone from a Member municipality, please provide the Nominating Committee with the candidate's name along with a brief biography by June 8, 2012.

**AMRRP
Annual Members' Meeting
July 13, 2012 10:00 AM
League of Arizona Cities & Towns**

The AMRRP Board of Trustees requested the League of Arizona Cities and Towns' assistance in conducting the election. Nominations should be sent to:

**AMRRP Nominating Committee
League of Arizona Cities & Towns
1820 West Washington Street
Phoenix, Arizona 85007
Fax: 602.253.3874
E-Mail: kstrobeck@azleague.org**

Nominations due no later than:

June 8, 2012

Those received after this date may not be considered.

**Arizona Municipal Risk Retention Pool
14902 North 73rd St, Scottsdale, AZ 85280
Main Phone: 602-996-8810 / Fax: 602-996-9045
www.amrrp.org**



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 6, 2012

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation Special Session

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Deborah Barber

Agenda Title (be exact): Discussion, consideration and possible appointment of Council Members to serve on various local, regional and state committees

List Attached Documents: 2011/12 Council Committee Assignments

Estimated Presentation Time: 2 Minutes

Estimated Discussion Time: 10 Minutes

Reviews Completed by:

- Department Head: Town Attorney Comments: N/A

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact: None

Budget Code: _____ **Amount Remaining:** _____

Comments:

Background Information: This is a yearly appointment of Council members who volunteer and/or are appointed to service on various, state, local and regional committees that are comprised of elected officials and/or other appointed members

Recommended Action (Motion):

Instructions to the Clerk: Section II not required

2011/12 COUNCIL COMMITTEE ASSIGNMENTS

Council representation is recommended at the following meetings:

**Arizona Leagues of Cities & Towns functions
Governor's Conference on Rural Development
Verde Valley Intergovernmental Meetings**

Committees	2010/11	2011/12	Meeting Time
Camp Verde Schools Education Foundation	Garrison/German	George/Baker	Next meeting June 8 @ 8:00 a.m.
Chamber of Commerce Board	German/Roulette	Buchanan/German	3 rd Thursday 8:00 a.m. Liaison arrives at 8:30 a.m.
Council Liaison to Yavapai Apache Nation	(unfilled)	George	
Intergovernmental Associations	All Members		
NACOG – Regional Council	Burnside/Baker	Burnside/Baker	4 th Thursday 10:00 a.m.
Sanitary District Liaison	Roulette/Whatley	Whatley/Burnside	2 nd Thursday 6:00 p.m.
CVUSD Superintendent's Advisory Council	German/Garrison	German/Baker	
Verde Valley Regional Economic Development Council	NEW for 2011/12	Baker/Whatley	
Verde Valley Transportation Org.	Baker/Roulette	George/Buchanan	4 th Wednesday 8:00 a.m. every other month
League Resolutions Committee	Burnside/designee	Burnside/Baker	Annually
WATER RELATED COMMITTEES:			
Verde Valley Water Users Liaison	Kovacovich/Whatley	Kovacovich/Burnside	
Yavapai County Local Drought Impact Group	Kovacovich/German	Kovacovich/German	
Yavapai County Water Advisory Committee	Burnside/Baker	Buchanan/Burnside	3 rd Wednesday 2:00 p.m.



Agenda Item Submission Form – Section I

Meeting Date: June 6, 2012

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation

Requesting Department: Clerk's Office

Staff Resource/Contact Person: Department Heads

Agenda Title (be exact): Discussion, consideration, and possible approval of Resolution 2012-864, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for town services and superseding Resolution 2011-857.

List Attached Documents: Resolution 2012-864 with attached Exhibit A

Estimated Presentation Time: 2 Minutes

Estimated Discussion Time: 5 Minutes

Reviews Completed by:

Department Head: All Departments Town Attorney Comments: N/A

Finance Department N/A

Fiscal Impact: None

Budget Code: N/A Amount Remaining: _____

Comments:

Background Information: Each year Town department reviewed and submitted recommended fees for services as stipulated by the Town Code. The proposed fee schedule is set to become effective July 1, 2012. Please note there are no changes in the Clerk's Office, Magistrate Court, Public Works or the Finance Department.

Recommended Action (Motion):

Move to approve Resolution 2012-864, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting fees for Town services and superseding Resolution 2011-857.

Instructions to the Clerk: Process Resolution



PROPOSED RESOLUTION 2012-864

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
ADOPTING FEES FOR TOWN SERVICES
AND SUPERSEDING RESOLUTION 2011-857**

WHEREAS, the Town Council is authorized by sections of the Town Code to set fees for business licenses (Section 9-1-5 and Section 9-3-7), and for use of public facilities (Section 13-1-2), to be adopted by resolution, and

WHEREAS, departments have submitted to Council recommended fees for services to the public as set forth in Exhibit A incorporated herein by reference,

NOW THEREFORE THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE RESOLVE TO ADOPT THE FOLLOWING FEE SCHEDULES:

1. *Departmental Fees.* Fees for services to the public, building permits, business licenses and use of public facilities as set forth in Exhibit A are hereby adopted effective July 1, 2012.
2. *Prior Resolutions and Fee Schedules.* Any prior fee schedule established under the Town Code is hereby replaced.
3. *Exceptions for Candidates and Agenda Items.* Council and Mayor candidates may be given agenda packets, budget information, and such other material as may assist them in assuming their position should they be elected, without charge, and any person or organization which has an item on an agenda may be given a copy of that agenda packet without charge.

PASSED AND APPROVED by majority vote of the Common Council at the regular meeting of June 6, 2012:

PASSED AND ADOPTED:

Bob Burnside, Mayor

Date

Attest:

Approved as to form:

Deborah Barber, Town Clerk Date

William Sims, Town Attorney Date

EXHIBIT A
2012-864 Proposed Fee Schedule

	A	B	C	D	E	F	G
1			2011-2012	2011-2012	2012-2013	2012-2013	
2			Department Recommendation	Council Approved on 11-16-2011	Department Recommendation	Council Approved on	
3							
4							
5	Clerk's Office						
6	Duplication Rates						
7		Current Agenda Packets (per page)	\$ 0.25	\$ 0.25	\$ 0.25		
8		Minutes	\$ 0.25	\$ 0.25	\$ 0.25		
9		Recordings (per CD)	\$ 5.00	\$ 5.00	\$ 5.00		
10		Public Records (per page)	\$ 0.25	\$ 0.25	\$ 0.25		
11		Business License List (Commercial request)	\$ 200.00	\$ 200.00	\$ 200.00		
12	Notary Fees						
13		No Charge	\$ -	\$ -	\$ -		
14	Publicity Pamphlet						
15		Argument	\$ 200.00	\$ 200.00	\$ 200.00		
16	Business License Fees						
17		Business License Fee/Inspection/Setup Fee	\$ 50.00	\$ 50.00	\$ 50.00		
18		Peddler/Solicitor's License (in addition to \$1,000 Bond & Cost of Background Ck)	25.00 Per day	25.00 Per day	25.00 Per day		
19		Special Event Promoter (Per Event)	No Charge	No Charge	No Charge		
20		Special Event Vendor (Non-Profits)	No Charge	No Charge	No Charge		
21		Special Event Vendor	\$25.00 Per Event	\$25.00 Per Event	\$25.00 Per Event		
22	Renewal of Existing Current Business License						
23		Business License Fee (annual)	\$ 15.00	\$ 15.00	\$ 15.00		
24		Name/Address Change in Addition to Annual Fee	No Charge	No Charge	No Charge		
25	Liquor License Permits						
26		Application/Posting/Inspection Fee	\$ 250.00	\$ 250.00	\$ 250.00		
27		Business License (annually) + the following:					
28		Series 01 through 14 and Series 16 & 17	\$ 50.00	\$ 50.00	\$ 50.00		
29		One-time Special Event Permit	\$ 50.00	\$ 50.00	\$ 50.00		
30	Public Works						

EXHIBIT A
2012-864 Proposed Fee Schedule

	A	B	C	D	E	F	G
1			2011-2012	2011-2012	2012-2013	2012-2013	
2			Department Recommendation	Council Approved on 11-16-2011	Department Recommendation	Council Approved on	
3							
31		Site Plan Review	\$225.00 per applicable sheet (1st & 2nd Reviews)	\$225.00 per applicable sheet (1st & 2nd Reviews)	\$225.00 per applicable sheet (1st & 2nd Reviews)		
32		Engineering report reviews (drainage reports, design reports, traffic reports (TIA) soils reports, and others)	report. (includes first 2 reviews; \$150 for each	report, (includes first 2 reviews; \$150 for each	report; (includes first 2 reviews; \$150 for each		
33		Construction Plans and Grading Plans (Civil grading and drainage,	applicable sheet (includes first 2 reviews; \$250.00	applicable sheet (includes first 2 reviews; \$250.00	applicable sheet (includes first 2 reviews; \$250.00		
34		As Built Plan Review	\$ 90.00	\$ 90.00	\$ 90.00		
35		reviews)	applicable sheet	applicable sheet	applicable sheet		
36	Right of Way:						
37		Encroachment permit	\$ 291.00	\$ 291.00	\$ 291.00		
38	Miscellaneous Plan Review:						
39		grading plan review (\$100 for entire submittal)Plan revision reviews	\$100.00 per applicable sheet	\$100.00 per applicable sheet	\$100.00 per applicable sheet		
40		Any Additional inspections	\$50.00 per inspection	\$50.00 per inspection	\$50.00 per inspection		
41		Public Improvement Construction Inspection	\$ 225.00	\$ 225.00	\$ 225.00		
42		Road Cut Permits (excluding utility companies)	\$ 50.00	\$ 50.00	\$ 50.00		
43		New Private Road Street Signs (per sign). Includes installation.	\$ 85.00	\$ 85.00	\$ 85.00		
44	Finance Department						
45		Non Sufficient Fund (NSF) Check Charge	\$ 30.00	\$ 30.00	\$ 30.00		
46		NOTE: When the Town receives an NSF check, a letter is sent to the issuer giving them notice to take care of the check and fee within 5 working days. If they do not meet the deadline and they have not contacted the Town to make payment arrangements, the check is forwarded to the Yavapai County Attorney's Office Bad Check Program. They take over collection/prosecution efforts for the check. They do NOT collect the \$30.00 fee, only the amount of the check.					
47	Municipal Court						

EXHIBIT A
2012-864 Proposed Fee Schedule

	A	B	C	D	E	F	G
1			2011-2012	2011-2012	2012-2013	2012-2013	
2			Department Recommendation	Council Approved on 11-16-2011	Department Recommendation	Council Approved on	
3							
48		ARS §22-404					
49		Minimum Clerk Fee	\$ 17 00	\$ 17 00	\$ 17.00		
50		Research in Locating a Document	\$ 17 00	\$ 17 00	\$ 17.00		
51		Record Duplication	\$ 17 00	\$ 17 00	\$ 17.00		
52		Per Page Fee	\$ 0 50	\$ 0 50	\$ 0.50		
53		Special Fees					
54		Injunction Against Harassment	\$ -	\$ -	\$ -		
55		Domestic Violence Order of Protection	\$ -	\$ -	\$ -		
56		ARS §12-284					
57		Special Fees					
58		Marriage License (includes covenant marriages)	\$ 72 00	\$ 72 00	\$ 72.00		
59		Civil Traffic Default Fee	\$ 50 00	\$ 50 00	\$ 50.00		
60		Warrant Fee	\$ 150 00	\$ 150 00	\$ 150.00		
61		Municipal Court Enhancement	\$ 20 00	\$ 20 00	\$ 20.00		
62		Court Appointed Counsel Fee	\$ 25 00	\$ 25 00	\$ 25.00		
63		Collection fee(\$35 per charge + 19%)	19% + 35 per charge	19% + 35 per charge	19% + 35. per charge		
64		Deferral fee (\$1.00 - \$500.00)	1 00 - 500 00	1 00 - 500 00	1.00 - 500.00		
65		Library					
66		Photocopies	\$ 0 10	\$ 0 10	\$ 0.10		
67		Printouts from Public Access Computers	\$ 0 10	\$ 0 10	\$ 0.10		
68		Temporary Library Card for Seasonal Residents	\$ 50 00	\$ 50 00	\$ 50.00		
69		Card Replacement	\$ 3 00	\$ 3 00	\$ 3.00		
70		Overdue items (our Library) (per day)	\$ 0 10	\$ 0 10	\$ 0.10		

EXHIBIT A
2012-864 Proposed Fee Schedule

	A	B	C	D	E	F	G	
1			2011-2012	2011-2012	2012-2013	2012-2013		
2			Department Recommendation	Council Approved on 11-16-2011	Department Recommendation	Council Approved on		
3								
71		Overdue videos (our Library) (per day-per item)	\$ 0.50	\$ 0.50	\$ 0.50			
72		Overdue items (inside county)	varies	varies	varies			
73		Overdue items (outside county) (per-item-day)	\$ 1.00	\$ 1.00	\$ 1.00			
74		Items placed on hold & not picked up w/in-8-days w/in 10 days	\$ 1.00	\$ 1.00	\$ 1.00			
75		Lost items - replacement cost + \$5.00 processing fee + overdue fines	varies	varies	varies			
76		Items put in Book Drop that are marked "Do not put in Book Drop" (per item)	\$ 1.00	\$ 1.00	\$ 1.00			
77	Marshal's Office							
78		Reports (up to 20 pages)	\$ 5.00	\$ 5.00	\$ 5.00			
79		Additional pages (per page)	\$ 0.25	\$ 0.25	\$ 0.25			
80		Vehicle Impound Administrative Hearing	\$ 75.00	\$ 75.00	\$ 150.00			
81		911 Tape	\$ 10.00	\$ 10.00	\$ 10.00			
82		Photographs	\$ 10.00	\$ 10.00	\$ 10.00			
83	Training Room Fee for all private and profit organizations							
84		4-8 hours	\$ 25.00	\$ 25.00	\$ 25.00			
85		Less that 4 hours	\$ 15.00	\$ 15.00	\$ 15.00			
86	Animal Shelter							
87		Impound Fee	\$ 25.00	\$ 25.00	\$ 25.00			
88		Additional Fee per night	\$ 10.00	\$ 10.00	\$ 10.00			
89	Animal License Fees							
90		Altered Dog (purchased before March 1)	\$ 10.00	\$ 10.00	\$ 10.00			
91		Unaltered Dog (purchased before March 1)	\$ 12.00	\$ 12.00	\$ 12.00			
92		Altered Dog (purchased after March 1)	\$ 12.00	\$ 12.00	\$ 12.00			
93		Unaltered Dog (purchased after March 1)	\$ 15.00	\$ 15.00	\$ 15.00			
94	NO LICENSE WILL BE ISSUED WITHOUT PROOF OF RABIES VACCINATION.							
95	Adoption Fees							
96		Altered Animals	\$ 35.00	\$ 35.00	\$ 35.00			

EXHIBIT A
2012-864 Proposed Fee Schedule

	A	B	C	D	E	F	G
1			2011-2012	2011-2012	2012-2013	2012-2013	
2			Department Recommendation	Council Approved on 11-16-2011	Department Recommendation	Council Approved on	
3							
97		Female Dogs	\$ 35.00	\$ 35.00	\$ 35.00		
98		Male Dogs	\$ 35.00	\$ 35.00	\$ 35.00		
99		Female Cats	\$ 35.00	\$ 35.00	\$ 35.00		
100		Male Cats	\$ 35.00	\$ 35.00	\$ 35.00		
101		* ARS 11-1022 (effective 09/30/09) requires the shelter to have all dogs and cats surgically spayed or neutered before being released for adoption.					
102	Parks & Recreation						
103	Class A- Town co-sponsored, YOUTH SPORTS, NON-PROFIT GROUPS, CHURCHES, SCHOOLS and CIVIC GROUPS.						
104	Class B-Individuals and groups using facilities whose purpose is clearly of a not for profit nature.						
105	Class C-Profit Making individuals, groups or organizations						
106	Deposits						
107		Security/Cleaning/Damage (all classes)	\$ 500.00	\$ 500.00	\$500.00		
108		Key Deposit (all classes) (per key)	\$ 110.00	\$ 110.00	\$110.00		
109	Pool Fees						
110	Adults (18 & over):						
111		Per Visit	\$ 2.00	\$ 2.00	\$2.00		
112		10 Visits	\$ 15.00	\$ 15.00	\$15.00		
113		Season Pass	\$ 60.00	\$ 60.00	\$60.00		
114	Children:						
115		Per Visit	\$ 1.50	\$ 1.50	\$1.50		
116		10 Visits	\$ 12.50	\$ 12.50	\$12.50		
117		Season	\$ 50.00	\$ 50.00	\$50.00		
118	Family Pass (Immediate Family Only)						
119		10 Visits	\$ 30.00	\$ 30.00	\$30.00		
120		Season	\$ 125.00	\$ 125.00	\$125.00		
121		session 4 days a week	\$ 24.00	\$ 24.00	\$24.00		

EXHIBIT A
2012-864 Proposed Fee Schedule

	A	B	C	D	E	F	G	
1			2011-2012	2011-2012	2012-2013	2012-2013		
2			Department Recommendation	Council Approved on 11-16-2011	Department Recommendation	Council Approved on		
3								
122		Season passes can be paid in 2 installments - 1/2 on June 1 and remainder on July 1.						
123		Season passes for open swim & Family nights only. Lap swimmers & aerobics may purchase 10 visit passes or pay by visit.						
124		Private Use - Saturday and Sunday morning ONLY (per hour) plus staff wages and \$100 cleaning deposit	\$25.00	\$25.00	\$25.00			
125		Banner Pole Fee						
126		Class A	No charge	No charge	No Charge			
127		Class B	\$50.00	\$50.00	\$50.00			
128		Class C	\$50.00	\$50.00	\$50.00			
129		Electrical Use Fee						
130		classes (per event)	\$ 20.00	\$ 20.00	\$20.00			
131		Ball Field Lights (24-hour cancellation notice required)						
132		Class A	No charge	No charge	No Charge			
133		Class B (per hour)	\$ 50.00	\$ 50.00	\$50.00			
134		Class C (per hour)	\$ 65.00	\$ 65.00	\$65.00			
135		Specialty Classes						
136		25% of fees to Town/75% to Instructor (adult). Fees to be determined by instructor.	25/75	25/75	25/75			
137		20% of fees to Town/85% to Instructor (youth). Fees to be determined by instructor.	20/80	20/80	20/80			
138		Soccer and Baseball Field Fee						
139		Class A	No charge	No charge	No Charge			
140		Class B	\$ -	\$ -	No Charge			
141		Class C (per hour)	\$ 40.00	\$ 40.00	\$40.00			
142		Community Center (Gym) Fee for Private Rentals Not Open To The Public						
143		Class A (per hour)	No charge	No charge	No Charge			
144		Class B (per hour)	\$ 75.00	\$ 75.00	\$50.00			
145		Class C (per hour)	\$ 140.00	\$ 140.00	\$100.00			
146		Cleaning Deposit (Class A, B, & C)	\$ 500.00	\$ 500.00				
147		GYM Floor Preparation Fee						

EXHIBIT A
2012-864 Proposed Fee Schedule

	A	B	C	D	E	F	G
1			2011-2012	2011-2012	2012-2013	2012-2013	
2			Department Recommendation	Council Approved on 11-16-2011	Department Recommendation	Council Approved on	
3							
148		Class A	\$ 65.00	\$ 65.00	\$65.00		
149		Class B	\$ 65.00	\$ 65.00	\$65.00		
150		Class C	\$ 65.00	\$ 65.00	\$65.00		
151		Meeting Rooms Fee					
152		Class A	No charge	No charge	No Charge		
153		Class B (per day)	\$ 25.00	\$ 25.00	\$25.00		
154		Class C (per day)	\$ 50.00	\$ 50.00	\$50.00		
155		Park Ramada, Gazebo or Town Ramada Reservation Fee					
156		Class A	\$0.00	\$0.00	0		
157		Class B	\$5.00	\$5.00	\$0.00		
158		Class C	\$5.00	\$5.00	\$5.00		
159		Equipment/Facility Fees for Non-Sponsored Special Events Open To The Public					
160		PA System, tables and chairs are available for Non-Sponsored Events Open To The Public					
161		Fencing Fee					
162		Class A (per panel)	No charge	No charge	No Charge		
163		Class B (per panel)	\$ 5.00	\$ 5.00	\$5.00		
164		Class C (per panel)	\$ 10.00	\$ 10.00	\$10.00		
165		Exterior Light Fee - (Commercial Grade String Lights) (per council)					
166		Class A	No charge	No charge	No Charge		
167		Class B	\$ 50.00	\$ 50.00	\$50.00		
168		Class C	\$ 50.00	\$ 50.00	\$ 50.00		
169		Ramada/Vendor Electric Fee					
170		Class A Per Day	\$ 100.00	\$ 100.00	\$ 100.00		
171		Class B Per Day	\$ 100.00	\$ 100.00	\$ 100.00		
172		Class C Per Day	\$ 150.00	\$ 150.00	\$ 150.00		
173		Use of Water Fee					
174		Class A Per Day	\$ 40.00	\$ 40.00	\$ 40.00		
175		Class B Per Day	\$ 50.00	\$ 50.00	\$ 50.00		
176		Class C Per Day	\$ 100.00	\$ 100.00	\$ 100.00		
177		Gym Fee					
178		Class A Per Day	No charge	No charge	No Charge		
179		Class B Per Day	\$300.00	\$300.00	\$ 300.00		
180		Class C Per Day	\$500.00	\$500.00	\$ 500.00		
181		Kitchen Fee					
182		Class A Per Day	No charge	No charge	No Charge		
183		Class B Per Day	\$25.00	\$25.00	\$ 25.00		
184		Class C Per Day	\$50.00	\$50.00	\$ 50.00		

EXHIBIT A
2012-864 Proposed Fee Schedule

	A	B	C	D	E	F	G
1			2011-2012	2011-2012	2012-2013	2012-2013	
2			Department Recommendation	Council Approved on 11-16-2011	Department Recommendation	Council Approved on	
3							
185		Room 206 & 207 Fee					
186		Class A Per Day	No charge	No charge	No Charge		
187		Class B Per Day	\$25.00	\$25.00	\$25.00		
188		Class C Per Day	\$50.00	\$50.00	\$50.00		
189		Room 204 Fee					
190		Class A Per Day	No charge	No charge	No Charge		
191		Class B Per Day	\$25.00	\$25.00	\$25.00		
192		Class C Per Day	\$50.00	\$50.00	\$50.00		
193		NOTE: 'NON-PROFIT' INCLUDES ALL CHARITABLE, RELIGIOUS, AND CIVIC ORGANIZATIONS AS DEFINED IN THE SPECIAL EVENTS PERMITTING HANDBOOK. Extension cords, water hoses, cash registers, not available PA system removed from list					
194		NOTE: IF STAFF IS USED FOR ANY PORTION OF SET UP OR CLEAN UP, (i.e. picking up or delivering equipment) A FEE WILL BE CHARGED IN AN EQUAL AMOUNT THAT WILL COVER STAFF TIME, AND RELATED EXPENSES.					
195	Community Development						
196		Board of Adjustment & Appeals					
197		Appeal	\$500.00	\$500.00	\$500.00		
198		Variance	\$800.00	\$800.00	\$800.00		
199		Additional Variance/Same Application	\$55.00	\$55.00	\$55.00		
200		Non-Conforming Use Hearing	\$1,500.00	\$1,500.00	\$1,500.00		
201		Copies of Maps (plotted or color)					
202		Large	\$30.00	\$30.00	\$30.00		
203		11 X 17	\$5.00	\$5.00	\$5.00		
204		8 X 11	\$5.00	\$5.00	\$5.00		
205		General Plan Amendment					
206		Minor	\$1,800.00	\$1,800.00	\$1,800.00		
207		Major	\$2,200.00	\$2,200.00	\$1,800.00		
208		Map Change for Zoning (ZMC)					
209		To Agriculture zone	\$1,700.00	\$1,700.00	\$1,700.00		
210		Residential to Residential (50 acres)	\$1,700.00	\$1,700.00	\$1,700.00		
211		plus \$55 for each additional acre	\$55.00	\$55.00	\$55.00		
212		Residential to Commercial (5 acres)	\$1,700.00	\$1,700.00	\$1,700.00		
213		plus \$85 for each additional acre	\$85.00	\$85.00	\$85.00		
214		Commercial to Industrial (5 acres)	\$1,700.00	\$1,700.00	\$1,700.00		
215		plus \$85 for each additional acre	\$85.00	\$85.00	\$85.00		
216		PAD and PUD (for one (1) acre)	\$1,700.00	\$1,700.00	\$1,700.00		

EXHIBIT A
2012-864 Proposed Fee Schedule

	A	B	C	D	E	F	G
1			2011-2012	2011-2012	2012-2013	2012-2013	
2			Department Recommendation	Council Approved on 11-16-2011	Department Recommendation	Council Approved on	
3							
217		plus \$55 per acre up to 10 acres	\$55.00	\$55.00	\$55.00		
218		plus \$2.00 per acre over 10 acres	\$2.00	\$2.00	\$2.00		
219		Major Amendment (one (1) acre)	\$1,700.00	\$1,700.00	\$1,700.00		
220		plus \$55 per acre up to 10 acres	\$55.00	\$55.00	\$55.00		
221		plus \$2.00 per acre over 10 acres	\$2.00	\$2.00	\$2.00		
222		To Mixed Use/Low Density	\$1,700.00	\$1,700.00	\$1,700.00		
223		To Mixed Use/High Density	\$1,700.00	\$1,700.00	\$1,700.00		
224		Minor Land Division	\$165.00	\$165.00	\$165.00		
225	Subdivision Plats						
226		Administrative Conceptual Plan Review (Subdivisions)	\$ 500.00	\$ 500.00	\$500.00		
227		Preliminary Plat (for 10 lots)	\$2,000.00	\$2,000.00	\$2,000.00		
228		plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	\$10.00		
229		Final Plat (for 10 lots)	\$1,400.00	\$1,400.00	1,400.00		
230		plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	10.00		
231		Amended Plat (for 10 lots)	\$835.00	\$835.00	835.00		
232		plus \$10 lot over 10 lots, \$4,300 max fee	\$10.00	\$10.00	10.00		
233		Final Site Plan PAD Review	\$550.00	\$550.00	550.00		
234		Time Extensions	\$300.00	\$300.00	300.00		
235		Development Standards Review (Commercial - Industrial & Multi-Family)	\$500.00	\$500.00	500.00		
236		Community Facilities District	As determined by the Town Manager	As determined by the Town Manager	As determined by the Town Manager		
237	Development Agreement						
238		Revision to Amend	Hrly Wage of Emp + Materials	Hrly Wage of Emp + Materials	Hrly Wage of Emp + Materials		
239		Reconsideration	Hrly Wage of Emp + Materials	Hrly Wage of Emp + Materials	Hrly Wage of Emp + Materials		
240	Use Permits						
241		Open Space Uses	\$1,800.00	\$1,800.00	\$1,800.00		
242		Residential Uses	\$1,800.00	\$1,800.00	\$1,800.00		
243		Commercial (RCD, RS, C1 & C2)	\$1,800.00	\$1,800.00	\$1,800.00		
244		Heavy Commercial/Industrial Uses	\$1,800.00	\$1,800.00	\$1,800.00		
245		Mobile Home Parks (for 10 spaces)	\$1,800.00	\$1,800.00	\$1,800.00		
246		plus \$15 per space up to 100 spaces	\$15.00	\$15.00	\$15.00		
247		plus \$10 for each additional space	\$10.00	\$10.00	\$10.00		

EXHIBIT A
2012-864 Proposed Fee Schedule

	A	B	C	D	E	F	G
1			2011-2012	2011-2012	2012-2013	2012-2013	
2			Department Recommendation	Council Approved on 11-16-2011	Department Recommendation	Council Approved on	
3							
248		RV Parks	\$1,800.00	\$1,800.00	\$1,800.00		
249		plus \$15 per space up to 100 spaces	\$15.00	\$15.00	\$15.00		
250		plus \$5 for each additional space	\$10.00	\$10.00	\$10.00		
251		Mini Storage (per 20,000 per sq ft of enclosed spc)	\$1,800.00	\$1,800.00	\$1,800.00		
252		plus \$10 per 1,000 sq ft additional space	\$10.00	\$10.00	\$10.00		
253		RV Storage (per 50 spaces)	\$1,800.00	\$1,800.00	\$1,800.00		
254		plus \$5 for each additional space	\$5.00	\$5.00	\$5.00		
255		Mining (5 acres)	\$1,000.00	\$1,000.00	\$1,000.00		
256		plus \$55 per acre up to 50 acres	\$55.00	\$55.00	\$55.00		
257		plus \$10 for each additional acre	\$10.00	\$10.00	\$10.00		
258		Temporary Use Permit or Dwelling Permit			\$100.00		
259	Continuance of Hearing						
260		Before Advertising	\$100.00	\$100.00	\$100.00		
261		After Advertising	\$250.00	\$250.00	\$250.00		
262	Signs						
263		Non-Illuminated \$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 minimum		
264		Illuminated \$1 per sq ft - \$10 min	\$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 minimum	\$1 per sq ft - \$10 minimum		
265		Mural	\$25.00	\$25.00	\$25.00		
266		Off Premise	\$1,800.00	\$1,800.00	\$1,800.00		
267	Street Abandonment						
268		Verification Letter	\$170.00	\$170.00	\$170.00		
269	Underground Utilities Exemption						
270	Wireless Communication						
271		Administrative Review	\$300.00	\$300.00	\$300.00		
272		Applications requiring Special UP towers less than 99'	\$1,800.00	\$1,800.00	\$1,800.00		
273							
274		Towers 100 to 199'	\$2,100.00	\$2,100.00	\$2,100.00		
275		Towers 200' and above	\$2,700.00	\$2,700.00	\$2,700.00		
276	Zoning Clearance for Building Permits						
277		Residential remodel/residential accessory structure	\$ 25.00	\$ 25.00	\$ 25.00		
278		Commercial remodel	\$ 110.00	\$ 110.00	\$ 110.00		
279		New Commercial .01 per sq ft - minimum \$100	.01 sq ft-min \$100.00	.01 sq ft-min \$100.00	.01 sq. ft.-min \$100.00		

EXHIBIT A
2012-864 Proposed Fee Schedule

	A	B	C	D	E	F	G	
1			2011-2012	2011-2012	2012-2013	2012-2013		
2			Department Recommendation	Council Approved on 11-16-2011	Department Recommendation	Council Approved on		
3								
280		Fence (less than 6' in height) .05 per linear ft - minimum \$10	Min. \$10 or .05 L.F. Plus \$50.00- Inspection Fee-	Min. \$10 or .05 L.F. Plus \$50.00- Inspection Fee-		.05 sq ft.-min \$10.00		
281		Houses Residential single family dwelling	\$85.00	\$85.00	\$	85.00		
282		Manufactured Home/FBB-	\$55.00	\$55.00				
283		THE VALUE OR VALUATION OF A BUILDING OR STRUCTURE FOR THE PURPOSE OF DETERMINING PERMIT AND PLAN REVIEW FEES WILL BE ESTABLISHED USING THE BUILDING VALUATION DATA (BVD) CONTAINED IN THE INTERNATIONAL CODE COUNCIL BUILDING SAFETY JOURNAL PUBLISHED BI-ANNUALLY IN FEBRUARY, AND AUGUST AND IS THIS DOCUMENT IS AVAILABLE FOR PUBLIC INSPECTION IN THE TOWN OF CAMP VERDE OFFICE OF COMMUNITY DEVELOPMENT, AUTHORITY TO DETERMINE VALUE PER PROVISIONS OF ADOPTED CODES.						
284		GRADING PERMIT FEES						
285		50 Cubic Yds or less	\$ 23.50	\$ 23.50	\$	23.50		
286		51 to 100 Cubic Yds	\$ 37.00	\$ 37.00	\$	37.00		
287		101 to 1,000 Cubic Yds (for 1st 100 Cu. Yds) plus \$17.50 for each additional 100 cubic yds	\$ 37.00	\$ 37.00	\$	37.00		
288		1,001 to 10,000 cubic yds (for 1st 1,000 Cu. Yds) plus \$14.50 for each addtl 1,000 cubic yds	\$ 194.50	\$ 194.50	\$	194.50		
289		10,001 to 100,000 cubic yd. (for 1st 10,000) plus \$66 for each addtl 10,000 cubic yds	\$ 325.00	\$ 325.00	\$	325.00		
290		100,001 cubic yds plus \$36.50 for each addtl 10,000 cubic yds	\$ 919.00	\$ 919.00	\$	919.00		
291		BUILDING PERMIT FEES						
292		TOTAL VALUATION						
293		\$1.00 TO \$500.00	\$ 23.50	\$ 23.50	\$	23.50		
294		\$501.00 TO \$2,000.00	\$23.50 for the first 500.00 plus \$3.05 for each additional 100.00 or fraction thereof, to and					
295		\$2001.00 to \$25,000.00	\$69.25 for the first 2,000.00 plus \$14.00 for each additional 100.00 or fraction thereof, to and					
296		\$25,001 to \$50,000.00	each additional 1,000.00 or fraction thereof, to					
297		\$50,001.00 to \$100,000.00	additional \$1,000.00 or fraction thereof, to and					
298		\$100,001.00 to \$500,000.00	each additional \$1,000.00 or fraction thereof, to					
299		\$500,001.00 to \$1,000,000.00	each additional \$1,000.00 or fraction thereof. To					
300		\$1,000,001.00 and up	for each additional \$1,000.00 or fraction thereof					
301		NOTE: Unless otherwise noted, the (per sq. ft.) fees below are utilized to establish the cost of construction (labor and materials), to be used in calculating permit fees and do not reflect the cost of the permit.						
302		Miscellaneous Fees						

EXHIBIT A
2012-864 Proposed Fee Schedule

	A	B	C	D	E	F	G
1			2011-2012	2011-2012	2012-2013	2012-2013	
2			Department Recommendation	Council Approved on 11-16-2011	Department Recommendation	Council Approved on	
3							
303		Investigation fee -Building without a permit	Equal to permit fee	Equal to permit fee	Equal to permit fee		
304		Inspection outside Normal Business Hrs (per hour - one (1) hour min)*	\$ 100.00	\$ 100.00	\$ 100.00		
305		Re-inspection Fees (per inspection) (per hour - one (1) hour min)*	\$ 50.00	\$ 50.00	\$ 50.00		
306		Inspection fee for which no fee is specifically indicated*	\$ 50.00	\$ 50.00	\$ 50.00		
307		Plan Review Fees shall be 65% of the building fee*	65 % of Bldg. Fee	65 % of Bldg. Fee	65 % of Bldg. Fee		
308		Master Plan Review-First Review	65 % of Bldg. Fee	65 % of Bldg. Fee	65 % of Bldg. Fee		
309		Master Plan Review (each additional floorplan under same approved plan	\$ 100.00	\$ 100.00	\$ 100.00		
310		Additional plan review required by changes, additions or revisions to plans (per hour - charge one (1) hour min.)*	\$ 50.00	\$ 50.00	\$ 50.00		
311		For use of outside consultants for plan review and inspections, or both**	Actual Cost**	Actual Cost**	Actual Cost**		
312		Fee for Application Extension	\$ 25.00	\$ 25.00	\$ 25.00		
313		Fee for Permit Extension	\$ 25.00	\$ 25.00	\$ 25.00		
314		Fee for 2nd Permit Extension	\$ 50.00	\$ 50.00			
315		Fee for Temporary Certificate of Occupancy-Residential	\$ 300.00	\$ 300.00	\$ 300.00		
316		Fee for Temporary Certificate of Occupancy-Commercial	\$ 500.00	\$ 500.00	\$ 500.00		
317		*Or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead equipment, hourly wages and fringe benefits of the employees involved.					
318		Deposits - paid at time of plans submission.					
319		New Commercial Project	Bldg/Eng/Fire Plan Review Fee	Bldg/Eng/Fire Plan Review Fee	Bldg/Eng/Fire Plan Review Fee		
320		New Residence	\$ 150.00	\$ 150.00	\$ 150.00		

EXHIBIT A
2012-864 Proposed Fee Schedule

	A	B	C	D	E	F	G	
1			2011-2012	2011-2012	2012-2013	2012-2013		
2			Department Recommendation	Council Approved on 11-16-2011	Department Recommendation	Council Approved on		
3								
321		Remodel/Addition - up to \$5,000	\$ 25.00	\$ 25.00	\$ 25.00			
322		\$5,000 to \$10,000	\$ 50.00	\$ 50.00	\$ 50.00			
323		\$10,000 to \$25,000	\$ 75.00	\$ 75.00	\$ 75.00			
324		\$25,000 and up	\$100.00	\$100.00	\$100.00			
325		Refunds						
326		Plan Check Fees - once review begun	No refund	No refund	No refund			
327		Plan Withdrawn	retain \$50 per hr (minimum charge per hour or calculated plan r/w fee whichever is greater	retain \$50 per hr (minimum charge per hour or calculated plan r/w fee whichever is greater	retain \$50 per hr (minimum charge per hour or calculated plan r/w fee whichever is greater			
328		Building Permit fees w/ no work started and no inspections called . Time limit - one (1) year from permit issuance	Retain \$25 or 25%, Whichever is greater	Retain \$25 or 25%, Whichever is greater	Retain \$25 or 25%, Whichever is greater			
329		no work started and no inspections called - Time limit - one (1) year from permit	25%, whichever is greater.	25%, whichever is greater.	25%, whichever is greater.			
330		ADDITIONAL SPECIFIC VALUATION DATA - **Plus Any Utilities Installed						
331		Residential-Accessory Buildings/Structures						
332		A. Barn (wood, metal, or masonry) (per sq ft)**	\$ 28.65	\$ 28.65	\$ 15.00			
333		B. Shade/Mare Motel/Pole Barn (per sq ft)**	\$ 15.00	\$ 15.00	\$ 15.00			
334		C. Greenhouse (per sq ft)**	\$ 15.00	\$ 15.00	\$ 15.00			
335		D. Storage Building or Shed (over 200 sq ft) (per sq ft)**	\$ 15.00	\$ 15.00	\$ 15.00			
336		E. Carport (per sq ft)**	\$ 15.00	\$ 15.00	\$ 15.00			
337		F. Balcony (per sq ft)**	\$ 15.00	\$ 15.00	\$ 15.00			
338		G. Covered Patio at Grade Level (per sq ft)**	\$ 15.00	\$ 15.00	\$ 15.00			
339		H. Covered Deck Elevated (per sq Ft)**	\$15.00	\$15.00	\$15.00			
340		I. Open Deck Elevated (per sq ft)**	\$10.00	\$10.00	\$10.00			
341		J. Screened Porch under Existing Roof Cover (sq ft)**	\$6.00	\$6.00	\$6.00			

EXHIBIT A
2012-864 Proposed Fee Schedule

	A	B	C	D	E	F	G
1			2011-2012	2011-2012	2012-2013	2012-2013	
2			Department Recommendation	Council Approved on 11-16-2011	Department Recommendation	Council Approved on	
3							
342		K. Gazebo/Ramada (per sq ft)**	\$12.50	\$12.50	\$12.50		
343		L. Pre-Fab Metal Awning (ENGINEERED)**	\$6.00	\$6.00	\$6.00		
344		M. Stairs (per sq ft)	\$7.00	\$7.00	\$7.00		
345		Alteration to Existing Residential Structure where no additional floor are or roof coverage is created, such as the conversion of patio or garage to habitable space. The valuation shall be determined as the difference in valuation between the two occupancies plus utilities unless otherwise noted.	Valuation	Valuation	Valuation		
346		Demolition of Existing Structure					
347		A. Up to two structures on same Assessor Parcel Number	\$ 50.00	\$ 50.00	\$ 50.00		
348		B. After 2 structures on same Assessor Parcel # (per structure)	\$ 25.00	\$ 25.00	\$ 50.00		
349		Fireplace/Free Standing Stove/Inserts (other than new construction)					
350		A. Fireplace/Freestanding Stove/Insert	Valuation	Valuation			
351		Block/Retaining Wall (measured from bottom of footing to top of wall; Walls over 4' require					
352		A. CMU, concrete, brick, manufactured unit, rock/stone, etc (sq ft)	\$ 15.00	\$ 15.00	\$ 15.00		
353		B. Brick reinforced (sq ft)	\$ 15.00	\$ 15.00			
354		C. Un-reinforced Manufactured Unit (keystone, pavers, etc.) (sq ft)	\$ 15.00	\$ 15.00			
355		D. Rock/Stone un-reinforced (Engineered)	\$ 15.00	\$ 15.00			
356		E. Block Wall (fence or free standing wall) (sq ft) (No retaining/surcharge)	\$ 5.00	\$ 5.00	\$ 5.00		
357		F. Manufactured Housing Skirting (per L.F.) (No retaining/surcharge)	\$ 5.00	\$ 5.00	\$ 5.00		
358		Roof Structure Replacement	Valuation	Valuation	Valuation		
359		Shell Building (sq ft)	\$ 50.00	\$ 50.00	BVD Note c.		

EXHIBIT A
2012-864 Proposed Fee Schedule

	A	B	C	D	E	F	G
1			2011-2012	2011-2012	2012-2013	2012-2013	
2			Department Recommendation	Council Approved on 11-16-2011	Department Recommendation	Council Approved on	
3							
360		<p style="color: red;">Building Valuation Data Note c. . Definition of Shell Building: A shell building is defined as a building for which HVAC, lighting, suspended ceilings, plumbing and electrical systems, partition layouts and interior finishes are not shown on the plans and for which NO SPECIFIC USE or TENANT has been noted. A separate permit with plans for tenant improvements will be required at a later date for completion of a shell building. A "Shell Only" building may include a fire extinguishing system as needed for fire protection requirements and minimal electric for lighting (house panel only) and main under slab sewer drain (not to include fixtures) along with slab floor. Warehouses and industrial buildings shall not be considered as a shell building. NO Certificate of Occupancy shall be issued for any building permitted as a SHELL BUILDING under this definition.</p>					
361		Swimming Pool/Spas					
362		Inground Pool (per sq ft) (includes utilities)	Valuation	Valuation	Valuation		
363		Inground Spa or Whirlpool (per sq ft) (includes utilities)	Valuation	Valuation	Valuation		
364		Above ground and on-ground Pool/Spa					
365		Pre-fabricated pool flat fee ** Plus Any Utilities Installed	\$ 150.00	\$ 150.00	\$ 150.00		
366		Pre-fabricated spa flat fee (utilities included)	\$ 200.00	\$ 200.00	\$ 200.00		
367		Tenant Improvements	Valuation	Valuation	Valuation		
368		Above Ground Water Tank (over 5000 gallons)					
369		A. Residential	\$ 100.00	\$ 100.00			
370		B. Commercial	\$ 400.00	\$ 400.00	\$ 400.00		
371		UTILITIES/EQUIPMENT					
372		New Construction or Addition					
373		Plumbing (per sq. ft)	\$ 3.50	\$ 3.50	\$ 3.50		
374		Electrical (per sq. ft)	\$ 2.50	\$ 2.50	\$ 2.50		
375		Mechanical (per sq. ft)	\$ 1.50	\$ 1.50	\$ 1.50		
376		Single Permit, Plans Required (electric, plumbing, mechanical)	Valuation	Valuation	Valuation		
377		Combined Permit for single equipment installations					

EXHIBIT A
2012-864 Proposed Fee Schedule

	A	B	C	D	E	F	G	
1			2011-2012	2011-2012	2012-2013	2012-2013		
2			Department Recommendation	Council Approved on 11-16-2011	Department Recommendation	Council Approved on		
3								
378		A. Up to \$6,000	\$ -	\$ -				
379		B. 6,001 or more (Building Permit Fee only per valuation) Combined Permit, Plans Required for (i.e. electric & mechanical for A/C equipment, building & electric for wood stove, plumbing & mechanical for heater, etc.)	Valuation	Valuation				
380		Over the Counter Permits						
381		Electrical	\$ 50.00	\$ 50.00	\$ 50.00			
382		Mechanical	\$ 50.00	\$ 50.00	\$ 50.00			
383		Plumbing	\$ 50.00	\$ 50.00	\$ 50.00			
384		Building	\$ 50.00	\$ 50.00	\$ 50.00			
385		Combination permits will be charged at 50% of the original permit fee. Example: Electrical \$50 plus Mechanical \$25 equals \$75 total.						
386		MISCELLANEOUS EQUIPMENT						
387		Fire Alarm						
388		A. Commercial- (Flat Fee)	\$ 150.00	\$ 150.00	\$ 150.00			
389		B. Residential (Flat Fee)	\$ 150.00	\$ 150.00	\$ 150.00			
390		Kitchen Type I or II Hood System (plans required)	Valuation	Valuation	Valuation			
391		Solar Installation, Wind Turbines, Generators (plans required)						
392		A. Up to \$6,000 (flat fee)	\$ 150.00	\$ 150.00	\$ 150.00			
393		B. \$6,001 or more	Valuation	Valuation	Valuation			
394		Fire Suppression						
395		A. Commercial (Flat Fee)	\$ 150.00	\$ 150.00	\$ 150.00			
396		B. Residential (Flat Fee)	\$ 150.00	\$ 150.00	\$ 150.00			
397		Tower (plans required) New Installation						
398		A. Up to \$6,000 (Flat Fee)	\$ 185.00	\$ 185.00	\$ 185.00			
399		B. \$6,001 or more	Valuation	Valuation	Valuation			
400		Co-Locate Existing Tower (Plans Required)						
401		A. Up to \$5,000 6,000 (Flat Fee)	\$ 165.00	\$ 165.00	\$ 165.00			
402		B. \$5,001 6,001 or more	Valuation	Valuation	Valuation			
403		Manufactured Housing Permit Fees are established by the State Department of Fire, Building and Life Safety Office of Manufactured Housing and adopted by the Town of Camp Verde through intergovernmental agreement pursuant to Arizona Administrative Code (A.A.C.) §R4-34-501 and §R4-34-801.						
404		Manufactured Home (Includes 3 Inspections)	\$ 200.00	\$ 200.00	\$ 300.00			

EXHIBIT A
2012-864 Proposed Fee Schedule

	A	B	C	D	E	F	G
1			2011-2012	2011-2012	2012-2013	2012-2013	
2			Department Recommendation	Council Approved on 11-16-2011	Department Recommendation	Council Approved on	
3							
405		Factory Built/Modular Building (Residential includes 3 inspections)	\$600.00 per story Including systems	\$600.00 per story Including systems	\$600.00 per story Including systems		
406		Mobile Home Rehabilitation	\$ 102.00	\$ 102.00			
407		Factory Built/Modular Building Commercial (includes 3 inspections)	\$ 4.60 4.50 per linear foot (LF) including systems	\$ 4.60 4.50 per linear foot (LF) including systems	\$4.50 per linear foot (LF) including systems		



**DEPARTMENT OF FIRE,
BUILDING AND LIFE SAFETY
OFFICE OF MANUFACTURED HOUSING**



1110 WEST WASHINGTON, SUITE 100

PHOENIX, ARIZONA 85007

(602) 364-1003

(602) 364-1052 FAX

JANICE K. BREWER
GOVERNOR

GENE PALMA
DIRECTOR

April 10, 2012

Town of Camp Verde
Community Development
473 S. Main St., Ste 108
Camp Verde, Arizona 86322
(928) 567-8514

RE: Town of Camp Verde IGA Audit 4/4/2012

Pursuant to Arizona Revised Statutes, § 41-2153, B.5, a monitoring visit (Audit) was conducted on April 4, 2012, regarding Town of Camp Verde in the enforcement of the Intergovernmental Agreement (IGA) with the State Office of Manufactured Housing for the installation of mobile homes, manufactured homes, and factory-built buildings.

The Audit indicated that the IGA had the following non-conformance:

1. F2/F3 - Fees imposed by IGA shall match or charge below fees established by this Office, and as agreed to in the IGA Contract, effective October 23, 2009, A.A.C. §R4-34-501 and §R4-34-801.

Please respond to this item within ten (10) business days, as to remedy of non-conformance. Enclosed is a copy of the Audit report for your records. Some additional information has been provided to assist the Town of Camp Verde in correcting non-conformances, to prevent future non-conformances or for general information. Your next audit will be in approximately two (2) years.

Our office appreciates your cooperation. If you have any further questions about the Audit, please do not hesitate to call (602) 762-0855.

Thank you!

Georgina Marie Marin
Local Jurisdiction Liaison
Department of Fire, Building and Life safety
1110 W. Washington, Suite 100
Phoenix, AZ 85007
602-762-0855

**DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY
OFFICE OF MANUFACTURED HOUSING**

IGA AUDIT FORM

JURISDICTION: <u>Camp Verde</u>	ADDRESS: <u>473 S. Main St., Suite 108, Camp Verde, AZ 86322</u>
AUDIT DATE: <u>4/4/2012</u>	AUDITOR: <u>Georgina Marin</u>
CONTRACT EXPIRATION: <u>10/23/2014</u>	LAST AUDIT: <u>7/24/2007</u>
REVIEW PERIOD: <u>January 2011 to March 2012</u>	

IGA STAFF

NAME	POSITION	EMAIL	PHONE
Becky Oium	Permit Technician	Becky.Oium@campverde.az.gov	928-567-8513
Robert Foreman	Chief Building Official	robert.foreman@campverde.az.gov	928-567-8514

CODES

LOCAL ZONING REQUIREMENTS

IRC	2006	UCADB	PRE-1976 ALLOWED TO ENTER JURISDICTION	YES
IBC	2006	UMC	PRE-1976 INTO STATE, MHP OR PARK TO PARK ONLY	YES
IMC	2006	UBC	REHAB REQUIREMENTS FOR PRIVATE PROPERTY	NO
IPC	2006	UPC	FIRE SPRINKLERS REQD. ABOVE CURRENT CODES	NO
IFC	2003	UFC	ROOF LOAD	20#
IFGC	2006		NO AGE RESTRICTION	
IECC	2006		FLOOD PLAIN - DONE THROUGH YAVAPAI COUNTY	
IEBC	2006		SKIRTING REQUIRED	
NEC	2005			
FROST DEPTH: <u>12"</u>		SNOW DEPTH: <u>0"</u>		

PERMITS

	CURRENT YEAR	CURRENT YEAR	CURRENT YEAR	PREVIOUS YEAR
	OPEN	CLOSED	CANCELLED	ISSUED PERMITS
MFG/MOBILE HOMES	16	6	0	NA
RESIDENTIAL FBB	2	0	0	NA
COMMERCIAL FBB	0	0	0	NA

FEES

F1. MFG/MOBILE HOMES	\$200.00	F2. RESIDENTIAL FBB	\$600.00
F3. COMMERCIAL FBB	\$4.60	F4. REINSPECTION	\$50.00

PERMITTING PROCESS

LEGEND: C Compliant with State Statutes, Rules, Processes and/or Standards
NC Non-compliant with State Statutes, Rules, Processes and/or Standards

	C	NC
P1. Obtain list of all contractors for work being done before issuing permit	X	
P2. Verify valid licensed contractors through Registrar of Contractors	X	
P3. Verify valid licensed Installers through Department of Fire, Building and Life Safety	X	
P4. Verify class of license matches scope of work being performed	X	
P5. State approved installation plan required at permitting for FBB (installation and bldg. construction)	X	
P6. State approved installation plan for flood zones required at permitting for manufactured homes (to include approval from local and/or county flood district)	X	
P7. Are attached accessories included in the installation permit	X	
P8. State approved plan required for attached accessory structures (stemwall, wood skirting, garage, awnings, perimeter foundation walls, porches, retention walls)	X	
Permit turn-around from application to issuance:	2 WEEKS	
Policy to approve or deny application for permit:	NO POLICY	
Permitting process	ELECTRONIC: YES	PAPER: YES
Record retention	ELECTRONIC: PERMANENT	PAPER: PERMANENT

**DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY
OFFICE OF MANUFACTURED HOUSING**

ADDITIONAL INFORMATION

The IGA is required to comply with State statute in regards to imposing maximum fees. I recommend that the IGA and City consider modifying local ordinances to automatically adopt the State published fee schedule every time it is changed by the State, so that the IGA stays in compliance and doesn't have to be reviewed by the Council every year.

RESOURCES

IGA is provided the following resources:

HUD Manufactured Housing Standards: <http://www.dfbls.az.gov/Standards/hud.aspx>

DFBLS License Search: <http://www.dfbls.az.gov/licensing/search.aspx>

State Permit Example: <http://www.dfbls.az.gov/userfiles/files/ManufacturedHomePermit.pdf>

State Installation Checklist: <http://www.dfbls.az.gov/UserFiles/files/housing/Installation%20Checklist%202008.pdf>

Training Information: <http://www.dfbls.az.gov/omh/training.aspx>

Rehabilitation Program for pre-1976 mobile homes: <http://www.dfbls.az.gov/omh/rehabilitations.aspx>

Landlord Tenant Act for Mobile Home Parks:

http://www.azsos.gov/public_services/publications/mobile_home_landlord_tenant_act/

Arizona Statutes: <http://www.dfbls.az.gov/omh.aspx>

DFBLS Fee Schedule: <http://www.dfbls.az.gov/omh.aspx>

JANICE K. BREWER
Governor



GENE PALMA
Director

DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

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OFFICE OF ADMINISTRATION * OFFICE OF MANUFACTURED HOUSING * OFFICE OF STATE FIRE MARSHAL

FEE SCHEDULE FOR 2013 FISCAL YEAR

FEES ARE EFFECTIVE JULY 1, 2012

LICENSING FEES

	Class	Class Description	New License	Renewal License
MANUFACTURER	M-9A	Factory-built-buildings (FBB) and subassemblies	\$ 864.00	\$ 432.00
	M-9C	Manufactured (MFG) Homes	\$ 864.00	\$ 432.00
	M-9E	Master, includes M-9A and M-9C	\$ 1,358.00	\$ 679.00
RETAILER/ DEALER/ BROKER	D-8	Retailer Mobile/MFGHomes	\$ 566.00	\$ 283.00
	D-8B	Broker Mobile/MFG Homes	\$ 432.00	\$ 216.00
	D-10	Retailer FBB or FBB Subassemblies	\$ 566.00	\$ 283.00
	D-12	Master, includes D-8, D-8B, and D-10	\$ 864.00	\$ 432.00
INSTALLERS	I-10C	General Installer	\$ 432.00	\$ 216.00
	I-10D	Installer of Attached Accessory Structures	\$ 432.00	\$ 216.00
	I-10G	Master, includes I-10C and I-10D	\$ 741.00	\$ 370.00
SALESPERSON	NA	Employee of a licensed Retailer/Dealer/Broker	\$ 206.00	\$ 103.00

PLAN FEES

Description	FEE
Application Submittal	\$31.00 each
Plan Review	\$103.00 hour/one hour minimum

INSIGNIA FEES

Description	FEE
MFG Home	\$10.00 each
FBB	\$51.00 each
FBB Subassembly	\$10.00 each

PERMIT FEES

Description	STATE ISSUED PERMIT FEE	IGA FEE
Mobile/MFG Home	\$300.00 each	Up to \$ 300.00 each
FBB - residential	\$ 412.00 per story <i>including systems</i>	Up to \$ 600.00 per story <i>including systems</i>
FBB - commercial	\$ 4.50/LF per story <i>including systems</i>	
Renewal permit (MFG and FBB)	\$ 82.00	
Special Use	\$ 67.00	
Rehabilitation – Mobile Home	\$ 49.00	

INSPECTION FEES

Description	FEE
MFG facility	\$ 51.00 per hour, plus mileage @ 0.445/mile
Installation <i>(first 3 inspections included in the cost of the permit)</i>	\$ 82.00 per hour, plus mileage @ 0.445/mile
Technical Service	\$ 82.00 per hour
Rehabilitation – Mobile Home	\$ 82.00 per hour

ADMINISTRATIVE FUNCTION FEES

Description	FEE
Change name of license	\$ 10.00 each
Change license location	\$ 10.00 each
Change license telephone number	\$ 10.00 each
Add branch location	\$ 10.00 each
Delete branch location	\$ 10.00 each
Reinstate bond	\$ 10.00 each
Process returned check	\$ 10.00 each
Change status of license to inactive	\$ 10.00 each
Copies	\$.50 each
All refunds are subject to a fee of	\$ 59.00 each

Fees charged by the Department are not included in Rule and are exempt from the State Rule procedures (Arizona Revised Statutes § 41-2144(C)).

Historical Note

R4-34-904 adopted effective January 31, 1979 (Supp. 79-1). Amended subsections (A) and (B) effective October 20, 1981 (Supp. 81-5). Editor's correction, subsection (B)(2) (Supp. 85-2). Former Section R4-34-904 renumbered to R4-34-404 and amended effective July 3, 1991 (Supp. 91-3). Section repealed by final rulemaking at 6 A.A.R. 47, effective December 8, 1999 (Supp. 99-4).

ARTICLE 5. FEES

R4-34-501. General

- A. The Board shall establish a fee schedule before May 15 for the coming fiscal year.
- B. The Deputy Director of the Office of Administration shall notify all licensees of the established fee schedule before June 1 of each year.
- C. Licensees shall pay fees for the following services and may request a fee schedule from the Office:
 1. Manufacturer license,
 2. Retailer license,
 3. Installer license,
 4. Salesperson license,
 5. Inspection and technical service,
 6. Plans and supplements,
 7. Installation permits and insignias, or
 8. Administrative functions.

Historical Note

Adopted effective January 31, 1979 (Supp. 79-1). Amended M-9B, M-9C, and M-9E effective October 20, 1981 (Supp. 81-5). Amended by adding M-9F effective April 30, 1982 (Supp. 82-2). Former Section R4-34-501 renumbered to R4-34-801, new Section R4-34-501 renumbered from R4-34-401 and amended effective July 3, 1991 (Supp. 91-3). Amended effective December 14, 1994 (Supp. 94-4). Section repealed by final rulemaking at 6 A.A.R. 47, effective December 8, 1999; new Section adopted by final rulemaking at 6 A.A.R. 145, effective December 8, 1999 (Supp. 99-4). Amended by final rulemaking at 14 A.A.R. 286, effective March 8, 2008 (Supp. 08-1).

R4-34-502. License Bond Amounts

- A. An applicant shall submit the applicable license bond amount listed for each license class.

License Class	Bond Amount
M-9A	\$10,000.00
M-9C	\$65,000.00
M-9E	\$100,000.00
D-8	\$25,000.00
D-10	\$25,000.00
D-12	\$25,000.00
I-10C	\$2,500.00
I-10D	\$1,000.00
I-10G	\$5,000.00
- B. The Board shall not renew a license unless the applicant's surety bond or cash deposit is in full force and effect.

Historical Note

Adopted effective January 31, 1979 (Supp. 79-1). Amended D-8, D-8A, D-9, D-12 and added D-8B effective October 20, 1981 (Supp. 81-5). Amended D-8 effective January 31, 1983 (Supp. 83-1). Former Section R4-34-502 renumbered to R4-34-802, new Section R4-34-502 renumbered from R4-34-402 and amended effective July 3, 1991 (Supp. 91-3). Amended effective December 14, 1994 (Supp. 94-4). Section repealed by final rulemaking at 6 A.A.R. 47, effective December 8, 1999; new Section adopted by final rulemaking at 6 A.A.R. 145, effective December 8, 1999 (Supp. 99-4). Amended by final rulemaking at 11 A.A.R. 464, effective March 5, 2005 (Supp. 05-1).

R4-34-503. HUD Monitoring Inspection

Each manufactured home manufacturer shall pay a fee as established by the U.S. Department of Housing and Urban Development for each unit manufactured in this state. This fee shall be made payable to the Secretary of HUD for purchase of HUD labels. This fee is in addition to the inspection fee required by R4-34-501(C)(5).

Historical Note

Adopted effective January 31, 1979 (Supp. 79-1). Amended I-10D effective August 21, 1981 (Supp. 81-4). Amended effective October 20, 1981 (Supp. 81-5). Correction, I-10G (Supp. 81-6). Former Section R4-34-503 renumbered to R4-34-803, new Section R4-34-503 renumbered from R4-34-403 and amended effective July 3, 1991 (Supp. 91-3). Amended effective December 14, 1994 (Supp. 94-4). Section repealed by final rulemaking at 6 A.A.R. 47, effective December 8, 1999; new Section adopted by final rulemaking at 6 A.A.R. 145, effective December 8, 1999 (Supp. 99-4).

R4-34-504. HUD Label Administration

In addition to the fees required under R4-34-501(C), each manufactured home manufacturer shall pay to the Office of Administration a fee of \$5 for each label issued in this state.

Historical Note

New Section adopted by final rulemaking at 6 A.A.R. 145, effective December 8, 1999 (Supp. 99-4).

R4-34-505. Plans and Supplements

If a plan or supplement submitted is not acceptable and the licensee fails to supply a complete and correct submittal within 60 days after the date on the notification letter, the Department shall treat the submittal fee originally paid by the licensee as forfeited and return the submittal. Resubmissions shall be accompanied by a new submittal fee.

Historical Note

New Section adopted by final rulemaking at 6 A.A.R. 145, effective December 8, 1999 (Supp. 99-4).

R4-34-506. Intergovernmental Agreement Permits

The permit fee charged by local enforcement agencies participating in the Installation Inspection Program shall not exceed the amount established by the Board for the same service.

Historical Note

New Section adopted by final rulemaking at 6 A.A.R. 145, effective December 8, 1999 (Supp. 99-4).

ARTICLE 6. MANUFACTURING, CONSTRUCTION, AND INSPECTION

R4-34-601. Manufactured Homes

A manufacturer shall build manufactured homes according to the standards and regulations in R4-34-102(1) and (2).

Historical Note

Adopted effective January 31, 1979 (Supp. 79-1). Amended subsection (C) effective October 20, 1981 (Supp. 81-5). Amended by adding M-9F effective April 30, 1982 (Supp. 82-2). Amended subsection (C) effective June 18, 1982 (Supp. 82-3). Amended effective July 3, 1991 (Supp. 91-3). Amended effective December 14, 1994 (Supp. 94-4). Section repealed by final rulemaking at 6 A.A.R. 47, effective December 8, 1999; new Section adopted by final rulemaking at 6 A.A.R. 145, effective December 8, 1999 (Supp. 99-4). Amended by final rulemaking at 14 A.A.R. 286, effective March 8, 2008 (Supp. 08-1).

R4-34-602. Repealed

Historical Note

Adopted effective January 31, 1979 (Supp. 79-1). Amended effective July 3, 1991 (Supp. 91-3). Section repealed by final rulemaking at 6 A.A.R. 47, effective December 8, 1999; new Section adopted by final rulemaking at 6 A.A.R. 145, effective December 8, 1999 (Supp. 99-4). Repealed by final rulemaking at 11 A.A.R. 464, effective March 5, 2005 (Supp. 05-1).

R4-34-603. Factory-Built Buildings and FBB Subassemblies

- A. A manufacturer shall construct factory-built buildings and FBB subassemblies according to the applicable codes in R4-34-102(3), (4) and (5): and
 1. Provide a complete set of drawings and specifications to the Department under R4-34-703(B);
 2. Affix a permanent serial number to each unit during the 1st stage of manufacturing. Sections of a multiple section unit shall be separately identified. The serial number location and application method shall be shown in the plans required under R4-34-703(B)(7); and
 3. Affix an Arizona Insignia of Approval to each completed section. The insignia shall indicate the unit serial number, plan approval number, and be located on the unit as indicated in the plans required under R4-34-703(B)(8).
- B. A manufacturer of non-residential factory-built buildings and FBB subassemblies shall comply with A.A.C. Title 10, Chapter 3 relating to the Americans with Disabilities Act Accessibility Guidelines (ADAAG).
- C. The Department may require that a manufacturer of a factory-built building or FBB subassembly produced and shipped before plan approval remove the unit from this state and remove insignias based on the following factors:
 1. Probable harm to the public's safety and welfare;
 2. Number of previous violations of a similar nature; and
 3. Unwillingness of a manufacturer to comply with plan submittal and requirements.

- A. An installer shall complete and submit an application form obtained from the Office of Manufactured Housing.
- B. An installer shall include the following in the installation plans:
 - 1. The site plans, including the location of the building and location of all utility lines;
 - 2. The foundation plans, including:
 - a. A description of the soil class and the soil bearing pressure;
 - b. Footings designed to meet the minimum bearing pressure at the depth required;
 - c. A complete set of drawings indicating dimensions and details of the foundation footing and anchoring; a complete list of materials, and a cross-identification of how materials will be used, in the appropriate view; and
 - d. Calculations, prepared by an engineer, for all load conditions, including wind loads for horizontal loads, uplift loads, overturning, and horizontal and torsional earthquake effects on foundations.
 - 3. Electrical drawings, including the isometric one-line diagram required by R4-34-102(5), that contain the following information:
 - a. Size, type of conductors, length of feeders, and all amperage;
 - b. Dimensions of gutterways and raceways;
 - c. Complete details of panelboards, switchboards, and distribution centers; and
 - d. All grounding and bonding connections.
 - 4. Plumbing drawings, including any one-line diagrams required by R4-34-102(4), that contain the following information:
 - a. Location of sewer tap, water meter, and gas meter;
 - b. Size, length, and all materials for sewer, water, and gas lines; and
 - c. Location of all cleanouts and grade of sewer line.

Historical Note

New Section adopted by final rulemaking at 6 A.A.R. 145, effective December 8, 1999 (Supp. 99-4). Amended by final rulemaking at 14 A.A.R. 286, effective March 8, 2008 (Supp. 08-1).

ARTICLE 8. PERMITS AND INSTALLATION

R4-34-801. Permits

- A. A licensee or consumer shall obtain a permit for the installation of manufactured homes, mobile homes, factory-built buildings, accessory structures, or rehabilitation of mobile homes.
- B. The Office of Manufactured Housing shall issue or deny a permit within seven business days from the date the application is received.
- C. A licensee or consumer shall obtain a permit before commencing any work and post the permit in a conspicuous location onsite. The licensee who contracts to install a unit or a licensed installer who subcontracts to perform the installation shall verify that a valid installation permit has been obtained before beginning the installation.
- D. Local jurisdictions that have entered into agreement with the Office of Manufactured Housing may issue permits and conduct inspections.
- E. A permit fee shall be charged either by the office or the local jurisdiction participating in the installation inspection program. The fee charged by the office shall be the amount established by the Board of Manufactured Housing under A.R.S. § 41-2144(A)(5). The fee charged by a local jurisdiction shall not exceed the amount established by the Board under A.R.S. § 41-2144(A)(5).
- F. Every permit except a special use permit expires six months from the date the permit is issued. The Office may extend the permit for good cause.
- G. A licensee or consumer shall obtain a certificate of occupancy before occupying a commercial factory-built building.
- H. The permit holder, owner, or contractor shall call for all required inspections.
- I. All work listed on the permit shall be accessible (opened) for inspections.
- J. Approved plans or the manufacturer's installation manual shall be available onsite.
- K. A special use permit for factory-built buildings used for events of 45 days or less may be obtained. The permit is temporary and shall expire 45 days from the date of purchase. The unit shall be removed from the site upon the expiration of the permit.

Historical Note

Adopted effective January 31, 1979 (Supp. 79-1). Amended effective October 20, 1981 (Supp. 81-5). Former Section R4-34-801 repealed, new Section R4-34-801 renumbered from R4-34-501 and amended effective July 3, 1991 (Supp. 91-1). Section repealed by final rulemaking at 6 A.A.R. 47, effective December 8, 1999; new Section adopted by final rulemaking at 6 A.A.R. 145, effective December 8, 1999 (Supp. 99-4).

R4-34-802. General Installation

- A. An installer or contractor shall affix and complete an Arizona Insignia of Approval to each manufactured home, mobile home, or single-family factory-built building at the tail-light end of each unit, approximately one foot up from the floor and one foot in from the road side. "Road side" means the right side of the unit when viewing the unit from the hitch. The installer or contractor shall affix the insignia before calling the Office for an inspection.
- B. An installer or contractor shall make a report by the 15th of each month regarding compliance with subsection (A).
- C. An installer or contractor shall check with local jurisdictions for frost line requirements governing permanent foundations or utilities.
- D. An installer or contractor shall install multi-sectional manufactured homes manufactured after June 30, 1977, according to the manufacturer's instructions for joining the sections, making utility cross-over connections, and providing center (marriage) line and perimeter supports if the instructions are consistent with this Chapter.

Historical Note

Adopted effective January 31, 1979 (Supp. 79-1). Amended subsections (A), (D), (F), and (L) effective October 20, 1981 (Supp. 81-5). Former Section R4-34-802 repealed, new Section R4-34-802 renumbered from R4-34-502 and amended effective July 3, 1991 (Supp. 91-1). Section repealed by final rulemaking at 6 A.A.R. 47, effective December 8, 1999; new Section adopted by final rulemaking at 6 A.A.R. 145, effective December 8, 1999 (Supp. 99-4).

R4-34-803. Soil and Materials

- A. A licensee who contracts with the consumer for an installation shall perform or contract for any site preparation necessary to make the site compatible with the manufactured home, mobile home, or residential single-family factory-built building. The licensee may contract with a licensed installer or other qualified professional to assess site and soil compatibility or perform any necessary preparation work. The party actually performing the site compatibility assessment or work is primarily responsible for work related to site compatibility or preparation. The licensee who contracts with the consumer, if a different entity, is secondarily responsible.
- B. Soil Preparation
 - 1. Unless contrary to law, an installer or contractor shall:
 - a. Divert any surface water away from the dwelling, any accessory structures, and their support components;
 - b. Provide sufficient drainage to prevent standing water and soil saturation detrimental to structures;
 - c. Establish soil grades that slope away from the dwelling, any accessory structures, and their support components; and
 - d. Compact all fill and backfill within six feet of the perimeter of the unit to prevent displacement.
 - 2. When determining soil compaction an installer or contractor shall:
 - a. Assume a minimum bearing capacity of 1,000 psf, or
 - b. Test and prove a minimum bearing capacity of 1,000 psf to the onsite inspector, or
 - c. Adhere to the specifications of a registered engineer, provided onsite, to an inspector.
- C. Materials: An installer or contractor shall
 - 1. Use materials that comply with applicable standards incorporated in R4-34-102: The International Building Code, International Residential Code, International Mechanical Code, Uniform Plumbing Code, as incorporated by reference in 4 A.A.C. 48, National Electrical Code, and HUD standards (24 CFR 3280); and
 - 2. Test metal supports to ensure they can withstand 15,000 pounds of downward pressure under 24 CFR 3280.401.
- D. Footings: An installer or contractor shall
 - 1. Place each footing on a surface capable of distributing equalized transfer of applied loads;
 - 2. Calculate and use the minimum size of each footing, necessary to minimize settling of the unit accounting for local soil conditions;
 - 3. Use piers with a maximum square base of 11 1/2" installed on 12" by 12" footings to support mobile and manufactured homes manufactured before January 1, 1984;
 - 4. Use main frame blocking installed on footings with 144 square inches of surface placed three feet, six inches from center, or footings with 256 square inches of surface placed at six foot intervals to support manufactured homes manufactured on or after January 1, 1984;
 - 5. Use footing material with one of the following attributes:
 - a. Minimum 3/4-inch thick plywood or two layers of 5/8-inch thick plywood no less than 12 inches wide. The plywood shall be Grade CDX APA Rated Sheeting Exposure 1, PSI-treated for ground contact, conforming to International Building Code Section 2303.1.8 or International Residential Code Section R402.1.2, as applicable under R4-34-102(3);
 - b. Minimum 2-inch nominal thickness wood no less than 12 inches wide, and treated for ground contact, conforming to the International Building Code Section 2303.1.8 or the International Residential Code Section R402.1.2, as applicable under R4-34-102(3);
 - c. Minimum 3-inch thick precast concrete pad with either 256 or 144 square inches of ground surface. The concrete shall have a minimum of 28 days compressive strength of not less than 4000 pounds per square inch; or
 - d. Hard plastic pad with either 256 or 144 square inches of ground surface. The plastic pad shall withstand a minimum vertical concentrated load failure rating of 15,000 pounds when tested on very dense and coarse gravel soils. "Failure" means that cracks at least four inches in length have appeared anywhere on the pad, or pad's surface has curled or bowed.
 - 6. Stack plywood with face grain perpendicular and fasten the plywood with corrosion resistant nails or 7/16-inch wide-crown staples or screws;
 - 7. Fasten wood products that are stacked with corrosion-resistant nails or 7/16-inch wide-crown staples or screws;
 - 8. Not use any two-inch thick piece of wood with split penetration greater than four inches into the end of the piece and parallel to the edges of the piece;
 - 9. When precast concrete pads are stacked use pads with equal sized surface sides;
 - 10. When concrete masonry unit (CMU) building blocks are utilized for supports, use only 256 square inch ground and 8 inch by 16 inch caps;
 - 11. Stack plastic pads only when the pad is provided with an interlocking system; and
 - 12. Stack no more than two equal sized concrete pads per support.
- E. Supports (piers): An installer or contractor shall