



***Support your local merchants.***

**AGENDA  
REGULAR SESSION  
MAYOR AND COUNCIL  
COUNCIL CHAMBERS - 473 S. Main Street, Room #106  
WEDNESDAY, OCTOBER 2, 2013 at 6:30 P.M.**

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

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) September 18, 2013 at 6:30 p.m. – Regular Session
      - 2) September 11, 2013 at 6:30 p.m. – Special/Work Session
    - b) **Set Next Meeting, Date and Time:**
      - 1) October 9, 2013 at 6:30 p.m. – Work Session
      - 2) October 10, 2013 at 6:30 p.m. – Joint Work Session with the P&Z Commission
      - 3) October 16, 2013 at 6:30 p.m. – Regular Session
      - 4) October 23, 2013 at 6:30 p.m. – Council Hears Planning & Zoning
      - 5) October 30, 2013 at 5:00 p.m. – Special/Work Session
    - c) **Possible approval of the amendment of the Position Classification and 2009 Salary Plan, changing the job description and title of the Children’s Librarian to Youth Services Librarian. Staff Resource: Russ Martin**
  5. **Special Announcements and presentations.** There are no special announcements or presentations.
  6. **Call to the Public for Items not on the Agenda.**
  7. **Presentation and possible discussion of the FY 12/13 Camp Verde Sanitary District Audit. Staff Resource: Mike Showers**
  8. **Discussion, consideration, and possible approval to waive the residency requirement to allow Marshal Gardner to reside in Munds Park. Staff Resource: Russ Martin**
- Vice Mayor Baker requested the following item:
9. **Discussion, consideration, and possible direction to staff to prepare an ordinance amending Town Code Section 11-1-6 Parks, Alcohol Use on Town-owned properties.**
  10. **Call to the Public for items not on the agenda**

11. **Council Informational Reports.** These 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.
12. **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.
13. **Adjournment**

Posted by:

*V. Lopez*

Date/Time:

*9-26-2013*

*10:45*

*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.

H/A

**DRAFT MINUTES  
REGULAR SESSION  
MAYOR AND COUNCIL  
COUNCIL CHAMBERS - 473 S. Main Street, Room #106  
WEDNESDAY, SEPTEMBER 18, 2013 at 6:30 P.M.**

**Minutes are a summary of the discussion. They are not verbatim.  
Public input is placed after Council discussion to facilitate future research.**

**1. Call to Order**

Mayor German called the meeting to order at 6:30 p.m.

**2. Roll Call**

Mayor German, Vice Mayor Baker, and Councilors Carol German, Bruce George, Brad Gordon, Jessie Jones, and Robin Whatley were present.

**Also Present**

Manager Russ Martin, Public Works Director Ron Long, Town Clerk Deborah Barber, and Recording Secretary Saepyo Warren.

**3. Pledge of Allegiance**

Mayor German led the Pledge.

**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.

**Approval of the Minutes:**

- 1) August 14, 2013 – Work Session
- 2) August 21, 2013 – Regular Session

**a) Set Next Meeting, Date and Time:**

- 1) September 25, 2013 at 6:30 p.m. – Council Hears Planning & Zoning Matters
- 2) October 02, 2013 at 6:30 p.m. – Regular Session
- 3) October 09, 2013 at 6:30 p.m. – Work Session
- 4) October 16, 2013 at 6:30 p.m. – Regular Session
- 5) October 23, 2013 at 6:30 p.m. – Council Hears Planning & Zoning Matters

**b) Possible approval of the Cooperative Agreement between the Town of Camp Verde and Friends of the Verde River Greenway. Staff Resource: Steve Ayers**

**c) Possible re-appointment of Ronald C. Ramsey, Esq. as an Assistant Magistrate for Camp Verde Municipal Court for a two (2) year term, effective September 18, 2013, and setting an hourly pay rate of \$38.00 per hour on an as need basis with a three hour minimum. Anna Young, Esq. Assistant Magistrate has been appointed to the Yavapai County Superior court, and she will be unable to hold the position of Assistant Magistrate.**

On a motion by Carol German, seconded by Baker, Council voted unanimously to approve the Consent Agenda as presented.

**5. Special Announcements & Presentations. Possible approval of Proclamation Designating September as National Recovery Month**

Mayor German approved the proclamation designating September as National Recovery Month.

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

Town residents Warren Harris, Fred Howe, Laura Holgate, Fred Montiel, Fred Smith, Steve Clerk, and others living off of Newton Lane, Westward Drive, S. McCracken Lane, and LaGrande Drive reported flooding of their homes after the heavy rains. They reported problem areas and made some specific recommendations for improvements concerning ditches, culverts, and drainage solutions. Residents expressed concern about the damming effect caused by fences on a particular easement and by a cement retaining wall on a new subdivision. Residents were referred to proper channels for submitting orders, and were asked to submit photos of problem areas to the Town staff.

Council explained that an engineer addressed flooding issues around 2003; that the Town has spent money every year to address flood issues, and that continuing problems for residents are both regretful as well as indicative of the need to budget for a comprehensive solution.

7. **Discussion, consideration and possible direction to Staff to prepare, complete and submit a Pre-Disaster Mitigation (PDM) Grant application under the Federal Hazard Mitigation Assistance guidelines; requesting funding, not to exceed \$1,500,000 for Stormwater Drainage Improvements in the Verde Lakes subdivision.** Staff Resource: Ron Long

On a motion by German, seconded by Baker, Council voted unanimously to direct Staff to prepare, complete and submit a Pre-Disaster Mitigation (PDM) Grant application under the Federal Hazard Mitigation Assistance guidelines; requesting funding, not to exceed \$1,500,000 for Stormwater Drainage Improvements in the Verde Lakes subdivision.

Public Works Director Ron Long affirmed the recommendations of the flooded residents and offered the Town's help to clean up the flood's aftermath, barring work on private property. He explained the details of the new Pre-Disaster Mitigation Grant, for which there is much competition. The grant requires a 25% match by the Town, which totals \$375,000, and it would help fund the replacement and cleaning of all culverts and ditches, help with getting necessary easements, and with diverting water coming from the Forest Service areas. This kind of work needs to be done all around Town, and this \$1,500,000 grant would only address Verde Lakes. This should give the Town an idea as to how much needs to be budgeted for storm water projects in future years.

Long plans to ask Yavapai County for support, considering their track record of supporting work on Finnie Flat and Cliffs Parkway. He also plans to investigate if the Town can offset some of the cost with in-kind contributions, such as by providing workers, time in labor, and the Town's equipment. Council asked Long to find out if the Forest Service could provide the same to also help offset costs. Long said that most of the work that needs to be done will not involve the Army Corps of Engineers.

Although the Town has five crewmembers who work diligently, it will take them 6 months to clear out every ditch in Town. Council asked the Town Manager how much leeway there is in the budget to contract out ditch work to supplement the Town's crews and expedite the process. If the Town Manager were able to allocate funds, it would then be important for the Staff to develop clear project descriptions and appropriately publicize the need.

Long addressed the need for Town ordinances that require all homeowners to keep their ditches clear. The Town needs the help of residents and all must comply in order for the flood waters to properly drain. He emphasized the need to solve root problems as opposed to going door-to-door to spot correct issues. It is a challenge when issues involve private property and the process for getting easements needs to start now.

Council found it unacceptable that Verde Lakes was developed without a drainage plan, and asked that drainage plans be required as part of the building permitting process. Staff explained that subdivisions are required to show drainage plans, noting that single-family homes most often do not, though it depends on the location. FEMA regulates flood plains, but not otherwise.

Staff and Council agreed that storm drainage improvements need to be included in the Capital Improvement Plan (CIP) and that the \$30,000 budgeted for such seems largely insufficient.

Long predicts we have a better than 50%-50% chance for grant approval, though the Town has much competition, especially with the Yamell Fire. FEMA is showing support by sending a representative to help write the grant, and the Staff has been generating interest for help to solve these problems. There is no guarantee the grant will be approved, but we must try.

8. **Call to the Public for items not on the agenda.**  
Fred Smith volunteered to help the storm crews, if such is a viable option.

9. **Council Informational Reports.**

Gordon attended the library demolition and the River Runs through Us exhibit at the White Hills Gallery.

Vice Mayor Baker attended the Water Advisory Committee meeting where they discussed the Central Yavapai Highlands Water Resource Management Study (CYHWRMS). This is a year-long study of feasibility for our water issues, considering factors such as population growth. They estimate that 600,000 people will reside in Yavapai County by 2050, and the study is intended to help prepare for such projections. She reported that the Council attended the League of Cities and Towns Conference, where they learned about many issues, such as: public service ethics, protecting the community with an attorney, and agreement considerations with other law enforcement agencies.

German announced the school's homecoming and parade, and encouraged all to support the event next Friday afternoon, September 27th.

Mayor German shared that it is an exciting time to be Mayor and that he really enjoys the position.

10. **Manager/Staff Report**

Russ Martin announced that the library would be closed on the Saturday of Fort Verde Days due to the Library staff being involved with the Creator Faire. Plenty of notice has been put out and the closure is expected to have low impact since Fridays typically have the lowest attendance. He asked for Councilors attending the 8:30 a.m. VVMC meeting to talk with him following adjournment.

11. **Adjournment**

On a motion by German, seconded by Gordon, Council voted unanimously to adjourn the meeting at 7:31 p.m.

\_\_\_\_\_  
Charles German, Mayor

\_\_\_\_\_  
Saepyol Warren, 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 September 18, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Debbie Barber, Town Clerk

4.A

**MINUTES  
SPECIAL/WORK SESSION  
MAYOR AND COUNCIL  
COUNCIL CHAMBERS · 473 S. Main Street, Room #106  
WEDNESDAY, SEPTEMBER 11, 2013 at 6:30 P.M.**

Minutes are a summary of the discussion. They are not verbatim.  
Public input is placed after Council discussion to facilitate future research.

**1. Call to Order**

Mayor German called the meeting to order at 6:30pm.

**2. Roll Call**

Mayor German, Vice Mayor Baker, and Councilors Bruce George, Brad Gordon, and Jessie Jones were present. Councilor Carol German was absent. Councilor Whatley arrived at 6:47pm.

**Also Present**

Town Manager Russ Martin, Economic Development Director Steve Ayers, Community Development Director Mike Jenkins, Assistant Planner Jenna Owens, Building Official Robert Foreman, Administrative Assistant Kendall Welch, Code Enforcement Officer Lisa Diacik, Deputy Town Clerk Virginia Jones, and Recording Secretary Saepyl Warren.

**3. Pledge of Allegiance**

Mayor German led the pledge.

**4. Approval of Proclamation Declaring 9-11-2013 "A Day to Remember" Staff Resource: Virginia Jones**

Mayor German approved the Proclamation declaring 9-11-2013 "A Day to Remember."

**5. Possible recommendation of approval of special event liquor license application for Sedona Verde Valley Firefighters Charities to be held at 2025 Reservation Loop Road in Camp Verde on September 21, 2013. Staff Resource: Virginia Jones**

On a motion by Baker, seconded by George, the Council voted unanimously to approve the special event liquor license application for Sedona Verde Valley Firefighters Charities to be held at 2025 Reservation Loop Road in Camp Verde on September 21, 2013.

There was no public input.

**6. Public Hearing, followed by discussion, consideration, and possible recommendation of approval of a Series 13 liquor license application (Domestic Farm Winery) for White Hills Winery, LLC, located at 325 S. Main Street in Camp Verde, owner Barbara Goetting. Staff Resource: Virginia Jones**

On a motion by Gordon, seconded by Baker, the Council voted unanimously to approve the Series 13 liquor license application (Domestic Farm Winery) for White Hills Winery, LLC, located at 325 S. Main Street in Camp Verde, owner Barbara Goetting.

Barbara Goetting explained that the Series 13 allows them to make their own wine, although they will not grow their own grapes. The wine will be made in Camp Verde and the majority of the business' 21 employees are Town residents.

Steve Ayres said that he appreciated Goetting's investment in the entertainment district of Main Street. He congratulated and thanked her for becoming the first tasting room in Camp Verde.

Council discussed ensuring that Camp Verde is included on Verde Valley Wine Trail maps.

**WORK SESSION**

7. **Presentation and discussion with Community Development Director Michael Jenkins regarding Council's recommendations during the June 2013 Annual Retreat to include, but not limited to, possible joint meetings with business owners and contractors for input early in the process of policy-making and building code adoption; identifying options to increase user-friendliness of permit procedures; and options to address negative perceptions of the department.**

Mayor German expressed the importance of the Town Council and Staff improving their reputation as being user-friendly, supportive, and having the confidence of the business and contractor community to the point that they expectantly report any issues directly with the Town staff.

Jenkins explained the complaint process for zoning issues. The zoning administrator must train all staff to be able to cite infractions, conduct investigations and address nuisances, according to a process much like that of detectives for the marshal's office. Planning and zoning codes are protected by state law and hold up in court. The zoning violation process is as follows: 1) Code enforcement officer investigates the validity of a complaint or violation; 2) sends a courtesy letter detailing the violation and requiring action completed by a deadline; 3) notice of violation; 4) citation, much like a traffic ticket; 5) turned over to a judge; 6) must pay a fine or face jail time. The nuisance complaint process is similar and is as follows: 1) Code officer investigates; 2) violation letter is sent; 3) if the issue is not addressed by the deadline, contractors are hired to address the issue and the violator must pay for the hired service. Otherwise, violators receive a citation and face a judge in court. Council and Staff recommended that an initial phone call be made to the person filing the complaint to assure the person that the case is being worked. This would also provide the person with predictability as to the realistic timeline of the resolution process. Code Enforcement Officer Lisa Diacik explained that most of the complaints received are anonymous, making it challenging to follow-up.

Town Manager Russ Martin explained that it is important to make the complaint forms clear and user-friendly for the public and Staff in order to properly differentiate the types and levels of complaint processes. It is best for complaints to be filed directly with the staff in order to ensure accuracy and efficiency.

Robert Foreman introduced the new Permit Tech Kendall Welch. He shared that the feedback from professionals is that Camp Verde's Permit and Building department is one of the easiest to work with. Welch explained the Commercial building permit packet and process which included the: Building Permit Application, Application for Permit, Designation of Agent Property Development, Community Development Department Plot Plan Sketch, Exemption from Licensing, Utilities Information, Application for Permit to use Camp Verde Roads or Dedicated Streets, Lighting Permit and Lumens Calculation, Special Structural Inspections Certificate, Public Works Fee Schedule, Engineering Plan Review Fee Schedule, Fire department requirements, Commercial Building Checklist, Permit Check List tracker, Approval from other Agencies, and sample illustrations. The Permit Tech assigns each packet a Permit Application Number, starts a file, communicates with agencies, and tracks the progress of the application. Welch will be working on streamlining this process in the next 60-90 days with public and professional input.

Martin emphasized that commercial permits require licensed contractors, not general contractors—even for putting up signs. Jenna Owens maintained the importance of the lumens calculation in order to consider impact on neighbors and adhere to the Town's "dark skies" ordinance.

Staff explained that the permit process moves along quickly when the application is complete. Public perception is that the Town changes their standards or requirements, although this is rarely the case. Barring major safety issues, permit applicants are protected from changing requirements.

Council commended the Community Development department for putting together a comprehensive, understandable permit packet for the public and Council's education.

Mike Jenkins expressed that it is most important to his staff that the Council trust that they are doing their absolute best to make the permit process user-friendly. He invited any questions, challenges, and requests so they can continue to build trust with the Council and public.

Staff announced upcoming "green" or environmental codes being considered for adoption that are going to be controversial. They expressed that it will be paramount that contractors join the conversation from the outset if they want to influence the outcome; and asked that everyone encourage contractors to attend the meetings where these issues will be discussed.

**8. Discussion and update of the General Plan process. Staff Resource: Mike Jenkins**

Mayor German asked that Council address issues with businesses or contractors generally, and not by name, in order to avoid any litigation. The General Plan is the people's plan that will be approved next November. It is important for the community to stay privy to all developments in the discussion for the General Plan. He requested a bird's eye view as well as flexibility.

Mike Jenkins reported that businesses do not want to be required to resemble rural western brand architecture. He cited Scottsdale and Globe, which both have "character areas" which allow for flexibility. Such a model would be appropriate for Camp Verde's "growth areas," such as along the 260 corridor. He and Chip Norton, after much deliberation, agree that the most important approach to the General Plan is flexibility.

Council addressed a need to balance historical preservation and business-friendliness. Staff explained that the design review requirement has been lifted, but that planning and zoning strongly recommends that new buildings take the surrounding architecture into consideration.

Steve Ayers spoke to the question of having a historical district downtown. The definition of "character area of planning" is that it considers character first, community value, what the community wants to protect, and sense of place. This requires a vision and goals for specific areas. "Character areas" can refer to "business corridors," "historic areas," "pedestrian-friendly" zones--where you can set different standards and display different characteristics. The next step is to draft an implementation strategy, calculate feasibility, and consider form-based or hybrid codes. He explained that A-frame signs, for instance, enhance some areas and are not as appropriate in others. Citing Temecula, CA as a great model, he recommends implementing uniform signage to reflect and delineate character areas. He anticipates that this type of "character area" delineation will likely invite genuine input from the public. He recommends bringing in Felipe Zubia on a retainer for this time-consuming process, believing it to be a good investment that would produce a better document.

Council reminded that opting-in or opting-out options for a historical district would be something to consider. Staff expressed that it would be most effective to provide businesses with incentives to preserve buildings of historical value.

The General Plan is a planning tool and a guideline, while the planning and zoning code is the vehicle of implementation.

Council wants to avoid Flagstaff's type of General Plan that specifically addresses every street and leaves little room for flexibility.

Mayor German reported that the Verde Valley with its population of 70,000 is much like one metropolitan area; and that a successful shopping center planner shared with him that from a city planner's standpoint, Camp Verde is sitting on a gold mine.

Building Official Robert Foreman, who has had some interaction with General Plans in the past, emphasized that public input is a significant part of the process and expressed that our General Plan provides an excellent starting point.

**9. Adjournment**



On a motion by Baker, seconded by Jones, the meeting was adjourned at 8:47 p.m.

\_\_\_\_\_  
Charles German, Mayor

\_\_\_\_\_  
Saepjol Warren, 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 Special/Work Session of the Town Council of Camp Verde, Arizona, held on September 11, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Deborah Barber, Town Clerk

q.c



**Agenda Item Submission Form – Section I**

**Meeting Date: October 2, 2013**

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

**Requesting Department:** Camp Verde Community Library

**Staff Resource/Contact Person:** Kathy D Hellman

**Agenda Title (be exact):** Possible approval of the amendment of the Position Classification and 2009 Salary Plan, changing the job description and title of the Children’s Librarian to Youth Services Librarian.

**List Attached Documents:** Children’s Librarian-Changes highlighted  
Youth Services Library job description

**Estimated Presentation Time:** 1 minute

**Estimated Discussion Time:** 1 minute

**Reviews Completed by:**

- Department Head:       Town Attorney Comments:

Finance Review:  Budgeted     Unbudgeted     N/A

Finance Director Comments/Fund:

**Fiscal Impact:**  
**Budget Code:** \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_  
**Comments:**

**Background Information:** Minor changes to the document help clarify the role and focus of the job on Youth Services, including teens, and not children only. The minimum qualifications were reduced to 3 years experience to include more candidates in the application pool. Council discussed this item in the Work Session on 09-25-2013 and directed staff to bring back to Council on the consent agenda.

**Recommended Action (Motion):** Approve the Youth Services Librarian job description as presented.

**Instructions to the Clerk:**

## Job Description



### CHILDREN'S YOUTH SERVICES LIBRARIAN

Department:	Library	Revised Date:	August 2008 September 2013
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**GENERAL PURPOSE:** Under general supervision, develops and presents the Camp Verde Community Library children's Youth programs to meet the educational, informational and recreational needs of children, youth and young adults in the community.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, develops, coordinates, and promotes children's literacy programs, events and services to meet the educational, informational and recreational needs of children, youth and young adults in the community; organizes, supervises and implements children's youth library programs, including literacy, reading and play groups, story-telling sessions, crafts, and special activities and community events; conducts community outreach programs to promote the children's youth literacy and recreational programs and events; serves as library spokesperson for children's youth programs.
- Oversees collection development; reviews various sources and lists of library books and materials available, evaluates options, selects materials to meet the needs of the community, and purchases additions to the collection; reviews and evaluates current collection and recommends the removal of books and other resources that are no longer appropriate for the collection; develops program policies, goals and objectives; monitors expenditures and budget.
- Develops library programs and services to meet the needs of the community; speaks to community groups and schools, and develops marketing materials to promote the Town Library and programs; compiles data for statistical and analytical reports of program activities, services and events; supervises, trains and coordinates the work of volunteers and staff; maintains expertise in field of service through participation in applicable educational opportunities.
- Uses knowledge of Library collection and research tools to provide experienced customer service functions; performs professional library reference and research services using specialized bibliographic databases, Internet services and Inter-library loan resources; issues library cards and identity cards, and registers patrons for library programs; assists customers in using computers and retrieving information; searches files and indexes to assist customers with complex research.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

Supervises assigned staff and volunteers.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Masters Degree in Library Science; AND ~~five~~ three year's professional experience as a Librarian; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Principles and practices of public library administration.
- Methods and procedures for developing and maintaining library collections.
- Library operations, customer service procedures and research techniques.
- Library classification, cataloging, and acquisition protocols.
- Techniques and protocols for researching a wide variety of online bibliographic databases.
- Business and personal computers, and specialized software applications.
- Record keeping and records management practices.
- Customer service standards and protocols.

#### **Required Skill in:**

- Developing, coordinating and conducting ~~children's~~ youth library programs and activities.
- Assessing community needs and developing recommendations for library collection enhancements.
- Promoting community support for literacy and ~~children's~~ youth programs.
- Utilizing and maintaining automated library systems and computer equipment.
- Working with several disparate computer database systems.
- Recognizing and resolving conflicts in library data entry.
- Organizing workload to keep pace with flow of library materials.
- Prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard library environment, with light physical demands.

## Job Description



### YOUTH SERVICES LIBRARIAN

Department:	Library	Revised Date:	September 2013
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**GENERAL PURPOSE:** Under general supervision, develops and presents the Camp Verde Community Library Youth programs to meet the educational, informational and recreational needs of children, youth and young adults in the community.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, develops, coordinates, and promotes children's literacy programs, events and services to meet the educational, informational and recreational needs of children, youth and young adults in the community; organizes, supervises and implements youth library programs, including literacy, reading and play groups, story-telling sessions, crafts, and special activities and community events; conducts community outreach programs to promote the youth literacy and recreational programs and events; serves as library spokesperson for youth programs.
- Oversees collection development; reviews various sources and lists of library books and materials available, evaluates options, selects materials to meet the needs of the community, and purchases additions to the collection; reviews and evaluates current collection and recommends the removal of books and other resources that are no longer appropriate for the collection; develops program policies, goals and objectives; monitors expenditures and budget.
- Develops library programs and services to meet the needs of the community; speaks to community groups and schools, and develops marketing materials to promote the Town Library and programs; compiles data for statistical and analytical reports of program activities, services and events; supervises, trains and coordinates the work of volunteers and staff; maintains expertise in field of service through participation in applicable educational opportunities.
- Uses knowledge of Library collection and research tools to provide experienced customer service functions; performs professional library reference and research services using specialized bibliographic databases, Internet services and Inter-library loan resources; issues library cards and identity cards, and registers patrons for library programs; assists customers in using computers and retrieving information; searches files and indexes to assist customers with complex research.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

Supervises assigned staff and volunteers.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Masters Degree in Library Science; AND three year's professional experience as a Librarian; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Principles and practices of public library administration.
- Methods and procedures for developing and maintaining library collections.
- Library operations, customer service procedures and research techniques.
- Library classification, cataloging, and acquisition protocols.
- Techniques and protocols for researching a wide variety of online bibliographic databases.
- Business and personal computers, and specialized software applications.
- Record keeping and records management practices.
- Customer service standards and protocols.

#### **Required Skill in:**

- Developing, coordinating and conducting youth library programs and activities.
- Assessing community needs and developing recommendations for library collection enhancements.
- Promoting community support for literacy and youth programs.
- Utilizing and maintaining automated library systems and computer equipment.
- Working with several disparate computer database systems.
- Recognizing and resolving conflicts in library data entry.
- Organizing workload to keep pace with flow of library materials.
- Prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard library environment, with light physical demands.



**Agenda Item Submission Form -- Section I**

**Meeting Date:** September 23, 2013

- 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):** Presentation and possible discussion the Camp Verde Sanitary District's FY13 Audit.

**List Attached Documents:** 1) Camp Verde Sanitary District Annual Financial Report - June 30, 2013  
2) Management Letter – June 30, 2013

**Estimated Presentation Time:** 10 minutes

**Estimated Discussion Time:** 5 minutes

**Reviews Completed by:**

- Department Head:       Town Attorney Comments:

Finance Review:  Budgeted     Unbudgeted     N/A

Finance Director Comments/Fund:

**Fiscal Impact:** N/A

**Budget Code:** \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_

**Comments:**

**Background Information:** This report represents the financial period covered prior to the Town's over-site. The report establishes a valid starting point of accounting information for the Town's review going forward. The District received an unqualified opinion. Henry & Home, LLP, the auditing firm, will present the audit to Council.

**Recommended Action (Motion):** Acceptance of the Camp Verde Sanitary Annual Financial Report for June 30, 2013.

**Instructions to the Clerk:** N/A



September 4, 2013

Board of Directors and  
Ms. Jan Grogan, Plant Manager  
Camp Verde Sanitary District

We have audited the financial statements of Camp Verde Sanitary District for the year ended June 30, 2013, and have issued our report thereon dated September 4, 2013. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and Government Auditing Standards, as well as certain information related to the planned scope and timing of our audit.

Our Responsibility under Auditing Standards Generally Accepted in the United States of America

As stated in our engagement letter dated April 24, 2013, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.

As part of our audit, we considered the internal control of Camp Verde Sanitary District. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. Such matters are communicated in the remainder of this letter or have previously been communicated during other phases of the audit. However, the standards do not require us to design procedures specifically to identify such matters.

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### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Camp Verde Sanitary District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2013. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. Due to the nature of the District and its operations, there are no estimates that are particularly sensitive.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The following area involves a particularly sensitive financial statement disclosure for which we are prepared to discuss the issues involved and related judgments made in formulating those disclosures:

#### Dissolution of the Camp Verde Sanitary District.

The disclosures in the financial statements are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Attached is a summary of adjustments made to the financial statements that have been recorded by management. Other than those that are trivial, we did not identify any uncorrected misstatements to the financial statements.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

*Management Representations*

We have requested certain representations from management that are included in the attached copy of the management representation letter dated September 04, 2013.

*Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. We do not express an opinion or provide assurance on the required supplementary information.

This communication is intended solely for the information and use of Camp Verde Sanitary District's Board of Directors and management and is not intended to be and should not be used by anyone other than these specified parties.

*Henry & Horne LLP*

Casa Grande, Arizona  
September 4, 2013



## Camp Verde Sanitary District

P.O. Box 1205  
1000 E State Rte 260  
Camp Verde, AZ 86322-1205  
Phone (928) 567-6794 Fax (928) 567-8832  
Email [jan@campverdesewer.com](mailto:jan@campverdesewer.com)

September 4, 2013

Henry & Horne, LLP  
1115 E. Cottonwood Lane, Suite 100  
Casa Grande, AZ 85122

This representation letter is provided in connection with your audit of the financial statements of Camp Verde Sanitary District (the District), which comprise the financial position of the business-type activities information as of June 30, 2013 and 2012, and the respective changes in financial position and cash flows for the periods then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (US GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of September 4, 2013, the following representations made to you during your audit.

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 24, 2013, including our responsibility for the preparation and fair presentation of the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified financial information of the District required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties, if applicable, have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- 7) All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed. No events, including instances of noncompliance, have

occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.

- 8) We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the District's accounts.
- 9) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.
- 10) Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.
- 11) We have provided you with:
  - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters, and all audit or relevant monitoring reports, if any, received from funding sources.
  - b) Additional information that you have requested from us for the purpose of the audit.
  - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
  - d) Minutes of the meetings of District Board of Directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the District and involves:
  - a) Management,
  - b) Employees who have significant roles in internal control, or
  - c) Others where the fraud could have a material effect on the financial statements.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by contractual personnel, regulators, or others.
- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 17) We have disclosed to you the identity of the District's related parties and all the related party relationships and transactions of which we are aware.
- 18) We have made available to you all financial records and related data.
- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 21) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities.

- 22) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 23) As part of your audit, you assisted with preparation of the financial statements and related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
- 24) The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 25) The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 26) We have followed all applicable laws and regulations in adopting, approving, and amending budgets.
- 27) The financial statements properly classify all activities.
- 28) Components of net position (net investment in capital assets; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
- 29) Provisions for uncollectible receivables, when applicable, have been properly identified and recorded.
- 30) Deposits are properly classified as to risk and are properly disclosed.
- 31) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 32) We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations.
- 33) We have reviewed and approved all adjustments summarized in the accompanying schedule that were made to the financial statement records for the period covered by this letter.

Signed: Jan Brown  
Title: Manager

Client: 0408685 - Camp Verde Sanitary District  
 Engagement: 0408685 - Camp Verde Sanitary District  
 Period Ending: 6/30/2013  
 Trial Balance: 05.01 - Working Trial Balance  
 Workpaper: 05.02 - Adjusting Journal Entries Report

Account	Description	W/P Ref	Debit	Credit
<b>Adjusting Journal Entries JE # 1</b>		<b>I1000</b>		
CLIENT - RECLASSIFICATIONS				
11000	Accounts Receivable		7,134.00	
19225	Reim Legal, Acct., Acct. & Eng		1,874.00	
22050	Current Portion WIFA/Town Debt		29,831.00	
26000	Special Assmnt Bond RD 92-02		108.00	
69998	Uncategorized Expenses		464.00	
19248	Delivery Costs+ General Counsel			1,874.00
23000	Accrued Interest			28,831.00
24000	Unearned Revenue			7,134.00
39004	Opening Bal Equity			464.00
69000	Interest Expense			108.00
<b>Total</b>			<b>38,411.00</b>	<b>38,411.00</b>
<b>Adjusting Journal Entries JE # 2</b>		<b>J100</b>		
CLIENT - To write off debt issuance costs in prior year to comply with GASB 65				
39003	Prior Period Adjustment		199,231.00	
19300	Loan Costs			199,231.00
<b>Total</b>			<b>199,231.00</b>	<b>199,231.00</b>
<b>Adjusting Journal Entries JE # 3</b>		<b>D102</b>		
To adjust Yavapai County property tax balances to confirmation from Treasurer's office				
42110	General Levy (6-53540)		26,635.00	
14000	Property Taxes Receivable			26,635.00
<b>Total</b>			<b>26,635.00</b>	<b>26,635.00</b>

All blank pages were removed from this document for the agenda packet. A full and complete copy of the Camp Verde Sanitary District Financial Statements document is available in the Town of Camp Verde Finance Department.

HENRY & HORNE, LLP  
CERTIFIED PUBLIC ACCOUNTANTS

CAMP VERDE SANITARY DISTRICT  
CASA GRANDE, ARIZONA

FINANCIAL STATEMENTS

Years Ended June 30, 2013 and 2012





CAMP VERDE SANITARY DISTRICT

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HENRY & HORNE, LLP  
Certified Public Accountants

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Camp Verde Sanitary District  
Camp Verde, Arizona

### Report on the Financial Statements

We have audited the accompanying financial statements of Camp Verde Sanitary District, Arizona as of and for the years ended June 30, 2013 and 2012, and the related notes to the financial statements which comprise the District's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. The financial statements for the year ended June 30, 2013 were also audited in accordance with the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Camp Verde Sanitary District, Arizona as of June 30, 2013 and 2012, and the respective changes in its financial position and its cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

## **Emphasis of Matter**

As discussed in Note 1 to the financial statements, Governmental Accounting Standards Board (GASB) issued Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*, Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and Statement No. 65, *Items Previously Reported as Assets and Liabilities* that could have a material impact on the financial statements. For Camp Verde Sanitary District GASB Statement No. 62 has not impacted their financial statements however GASB Statement No. 63 has impacted what was previously identified as "Statement of Net Assets" and renamed it to "Statement of Net Position." GASB 65 has impacted their financial statements in that costs associated with long-term debt previously being amortized over the life of that debt have been expensed. The result of implementing GASB 65 is a restatement of net position as discussed in Note 10 to the financial statements. Our opinion is not modified with respect to those matters.

As discussed in Note 11 to the financial statements, the District underwent dissolution effective subsequent to the year ended June 30, 2013. Under an Intergovernmental Agreement with the Town of Camp Verde, the District's operations and administration are now being conducted by the Town. Our opinion is not modified with respect to those matters.

## **Other-Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 4, 2013, on our consideration of the Camp Verde Sanitary District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Camp Verde Sanitary District's internal control over financial reporting and compliance.

*Henry & Horne LLP*

Casa Grande, Arizona  
September 4, 2013

## MANAGEMENT'S DISCUSSION AND ANALYSIS FOR THE YEAR ENDED JUNE 30, 2013

The discussion and analysis is designed to provide an analysis of District's financial condition and operating results and to also inform the reader on the District's issues and activities.

### Financial Highlights

Key financial highlights for fiscal year 2012-2013 are as follows:

- The District adopted budgets for tax levying purposes of \$848,750 in 2012/2013 \$973,710 in 2011/2012. The tax levy was assessed at \$.60 and \$.62 per \$100 respectively.
- The District ended the year \$20,719 under budget. Revenues were \$111,767 over the budgeted amount.
- In 2011/2012 the District reduced the dumping fee from \$.15 to \$.12 per gallon. Revenues were almost double for the last four months of that year. The amount budgeted for 2012/2013 was conservative not knowing if that upward trend would continue. Total revenue from haulers for 2012/2013 was 211% of the budgeted amount,.

### Using this Financial Report

The financial report consists of a Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position, Statement of Cash Flows and Notes to the Financial Statements.

The *Statement of Net Position* presents information on all of the District's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The *Statement of Revenues, Expenses and Changes in Net Position* presents current year's revenues and expenses and the related impact on net position. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows.

The *Statement of Cash Flows* reports the District's cash flows from operating, investing, capital and non capital activities.

The *Notes to the Financial Statements* provide additional information that is essential for a full understanding of the data provided in the statements.

The following table shows the condensed statements of net position for the past two years.

**Condensed Statements of Net Position**

	2013	2012
Current and other assets	\$ 1,346,668	\$ 1,383,718
Capital assets	19,361,360	19,746,030
Total assets	20,708,028	21,129,748
Other liabilities	62,912	31,992
Long-term liabilities outstanding	12,875,411	13,533,526
Total liabilities	12,938,323	13,565,518
Net position		
Net investment in capital assets	6,485,949	6,212,504
Restricted	723,712	692,448
Unrestricted	560,044	659,278
Total net position	\$ 7,769,705	\$ 7,564,230

The District's total assets decreased. The District used the leftover funds from the WWTP Restitution account to subsidize a portion of the WIFA loan payment. The General Fund balance was lower due to a higher Accounts Receivable amount. The Capital assets decreased slightly due to the increase in accumulated depreciation. The other liabilities increased due to the timing of the loan payments and employee accruals.

### Condensed Statements of Changes in Net Position

	2013	2012
<b>Operating revenues</b>		
Charges for services	\$ 815,369	\$ 734,003
Miscellaneous	8,340	6,454
<b>Nonoperating revenues</b>		
Property taxes	959,347	1,099,666
Other nonoperating revenues	434,339	122,725
<b>Total revenues</b>	2,217,395	1,962,848
<b>Operating expenses</b>		
General operating expenses	1,519,432	1,569,418
Nonoperating expenses	492,488	515,776
<b>Total expenses</b>	2,011,920	2,085,194
<b>Change in net position</b>	205,475	(122,346)
Net positions - beginning	7,564,230	7,686,576
<b>Net position - ending</b>	\$ 7,769,705	\$ 7,564,230

The total revenues for the District increased from \$1.96 million in 2011/2012 to \$2.22 million in 2012/2013. The income received from the haulers increased significantly throughout 2012/2013 after a sharp decrease in the previous two years. The total expenses for the District decreased slightly in 2012/2013.

#### Budgetary Highlights

The District adopts a budget annually for the administration, operation and maintenance of the District's wastewater system. The Yavapai County Treasurer assesses landowners for taxes and holds funds received from taxes collected in a special warrant account used by the District for Maintenance and Operations. The District budgeted \$0.599 per \$100 of assessed value in 2012/2013. Property taxes are payable by property owners in two installments due October 1 and April 1.

#### Capital Assets

There were only very minor additions in Capital assets this year and no dispositions.

### Debt Administration

The District has four loans with the Water Infrastructure Finance Authority (WIFA) and two loans with Rural Development. An interest payment is made bi-annually and a principal payment is made annually. All payments were made timely as required. One Rural Development loan was paid off in June 2013.

### **Economic and Other Factors**

- The District's Net Assessed Value has declined for the past 4 years. In FY 2009/2010 the District was valued at \$39,372,225. For FY 2010/2011, the value had declined to \$37,543,989. In 2011/2012 the District was valued at \$31,854,816. In 2012/2013 the District is valued at \$25,578,129
- The District has experienced a large number of homes in foreclosure. As is the policy of the District, and according to state statute, homes that are 90 days in arrears on their monthly user fees are liened. As these homes are being sold by the banks, the District is recovering the past due amounts. The District is unable to collect the past due amounts on homes that are sold at Trustee Auctions. Several of these properties have now been sold to new owners.

### **Financial Contact**

The District's financial statements are designed to present users with a general overview of the finances and to demonstrate accountability. If you have any questions about the report or need additional financial information, please contact Jan Grogan, Manager, at the District office at 928-567-6794.



CAMP VERDE SANITARY DISTRICT  
 STATEMENTS OF NET POSITION  
 June 30, 2013 and 2012

ASSETS	2013	2012*
<b>CURRENT ASSETS</b>		
Cash and cash equivalents, unrestricted	\$ 299,454	\$ 396,965
Receivables:		
User fees receivable, net of uncollectibles of \$30,000 in 2013 and 2012	139,947	116,357
Property tax receivable	91,211	117,846
Due from Town of Camp Verde	90,940	60,102
Prepaid expense	1,404	-
TOTAL CURRENT ASSETS	622,956	691,270
<b>NONCURRENT ASSETS</b>		
Restricted cash	723,712	692,448
Capital assets, net of depreciation	19,361,360	19,746,030
TOTAL NONCURRENT ASSETS	20,085,072	20,438,478
TOTAL ASSETS	20,708,028	21,129,748
<b>LIABILITIES</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable	15,378	17,037
Accrued salaries and benefits	2,181	7,073
Accrued interest and fees	28,831	-
Compensated absences	9,388	7,882
Unearned revenue	7,134	-
Current portion of special assessment debt	-	10,000
Current portion of notes payable	62,109	60,102
TOTAL CURRENT LIABILITIES	125,021	102,094
<b>NONCURRENT LIABILITIES</b>		
Special assessment debt	-	11,048
Notes payable	12,813,302	13,452,376
TOTAL NONCURRENT LIABILITIES	12,813,302	13,463,424
TOTAL LIABILITIES	12,938,323	13,565,518
<b>NET POSITION</b>		
Net investment in capital assets	6,485,949	6,212,504
Restricted	723,712	692,448
Unrestricted	560,044	659,278
TOTAL NET POSITION	\$ 7,769,705	\$ 7,564,230

\*Restated

See accompanying notes.

CAMP VERDE SANITARY DISTRICT  
 STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
 Years Ended June 30, 2013 and 2012

	<u>2013</u>	<u>2012*</u>
<b>OPERATING REVENUES</b>		
User fees	\$ 630,906	\$ 622,660
Septage	177,133	94,932
Connection fees	7,330	16,411
Other	<u>8,340</u>	<u>6,454</u>
<b>TOTAL OPERATING REVENUES</b>	<u>823,709</u>	<u>740,457</u>
<b>OPERATING EXPENSES</b>		
Salaries and wages	261,248	255,119
Benefits and other payroll related expenses	115,055	106,458
Utilities, rent and insurance	133,815	143,352
Operations and maintenance	250,954	261,278
Professional fees	17,121	55,645
Licenses, education and overhead	25,975	33,917
Depreciation	<u>715,264</u>	<u>713,649</u>
<b>TOTAL OPERATING EXPENSES</b>	<u>1,519,432</u>	<u>1,569,418</u>
<b>OPERATING LOSS</b>	<u>(695,723)</u>	<u>(828,961)</u>
<b>NONOPERATING REVENUES AND EXPENSES</b>		
Property taxes	959,347	1,099,666
Grant revenue	310,734	-
Intergovernmental agreement payment	119,771	119,771
Interest income	3,834	2,954
Interest expense	<u>(492,488)</u>	<u>(515,776)</u>
<b>TOTAL NONOPERATING REVENUES</b>	<u>901,198</u>	<u>706,615</u>
<b>CHANGE IN NET POSITION</b>	205,475	(122,346)
<b>NET POSITION - BEGINNING OF YEAR (as restated)</b>	<u>7,564,230</u>	<u>7,686,576</u>
<b>NET POSITION - END OF YEAR</b>	<u><u>\$ 7,769,705</u></u>	<u><u>\$ 7,564,230</u></u>

\*Restated

CAMP VERDE SANITARY DISTRICT  
 STATEMENTS OF CASH FLOWS  
 Years Ended June 30, 2013 and 2012

	<u>2013</u>	<u>2012*</u>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from customers and users	\$ 807,253	\$ 726,327
Payments to vendors	(430,304)	(482,038)
Payments to employees	<u>(379,689)</u>	<u>(359,080)</u>
<b>NET CASH USED BY OPERATING ACTIVITIES</b>	<u>(2,740)</u>	<u>(114,791)</u>
<b>CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES</b>		
Property taxes and assessments collected	985,982	1,126,079
Acquisition of capital assets	(331,218)	(59,314)
Grant proceeds	310,734	-
Principal paid on loans	(569,182)	(515,533)
Interest paid on obligations	<u>(463,657)</u>	<u>(515,776)</u>
<b>NET CASH PROVIDED (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES</b>	<u>(67,341)</u>	<u>35,456</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Interest income	<u>3,834</u>	<u>2,954</u>
<b>NET CASH PROVIDED BY INVESTING ACTIVITIES</b>	<u>3,834</u>	<u>2,954</u>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	(66,247)	(76,381)
<b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</b>	<u>1,089,413</u>	<u>1,165,794</u>
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<u>\$ 1,023,166</u>	<u>\$ 1,089,413</u>

\*Restated

	<u>2013</u>	<u>2012</u>
Reconciliation of operating loss to net cash used by operating activities:		
Operating loss	\$ (695,723)	\$ (828,961)
Adjustments to reconcile operating loss to net cash used by operating activities:		
Depreciation	715,264	713,649
(Increase) decrease		
Accounts receivable	(23,590)	(14,130)
Prepaid expense	(1,404)	-
Increase (decrease)		
Accounts payable	(1,035)	12,154
Accrued salaries and benefits	(4,892)	2,420
Compensated absences	1,506	77
Unearned revenue	7,134	-
	<u>7,134</u>	<u>-</u>
NET CASH USED BY OPERATING ACTIVITIES	<u>\$ (2,740)</u>	<u>\$ (114,791)</u>
 NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES		
Long-term debt and interest paid directly by Town of Camp Verde	\$ 118,768	\$ 118,800
 CASH AND CASH EQUIVALENTS RECONCILIATION		
Cash and cash equivalents	\$ 299,454	\$ 396,965
Restricted cash	<u>723,712</u>	<u>692,448</u>
	<u>\$ 1,023,166</u>	<u>\$ 1,089,413</u>

CAMP VERDE SANITARY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013 and 2012

NOTE 1        NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING  
POLICIES

Camp Verde Sanitary District ("the District") was organized as a sanitary district in 1982, under the laws of the State of Arizona and is administered by a board of five directors.

The District maintains and operates a sanitary sewer system for the benefit of those within its geographical District in the Town of Camp Verde. Revenues received by the District are primarily from charges for services delivered and property taxes assessed on property owners within the District.

Reporting Entity

The accompanying financial statements comply with the provisions of Governmental Accounting Standards Board (GASB) Accounting Standards Codification, in that the financial statements include all the organizations, activities, functions and component units for which the District is financially accountable. The District is comprised of a single enterprise fund and has no component units. Management of the District is the responsibility of the District's Board of Directors, who, in turn, is elected by the District's landowners.

Principles of Reporting

The District accounts for its operations using the Governmental Enterprise Fund Concept. The Enterprise Fund is used to account for operations that are financed and operated in a manner similar to private business enterprises where the costs (expenses, including depreciation) of providing sewer services to the users are financed through user charges.

Basis of Accounting

The basic financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Contributions, grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The District distinguishes operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the District's principal ongoing operations. The principal operating revenues of the District are sewer fees, septage fees, and connection fees, as well as all revenue from sales of recharge credits. Operating expenses for the District include salaries and wages, operations and maintenance, depreciation on capital assets and general and administrative expenses for the plant, collector sewer lines and office. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

CAMP VERDE SANITARY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013 and 2012

NOTE 1 NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING  
POLICIES (Continued)

Cash and Cash Equivalents

For the purpose of the statement of cash flows, the District considers all highly liquid investments with original maturities of less than 90 days to be cash equivalents.

Restricted Cash

The funds in the restricted cash accounts consist of a portion of property taxes and all cash related to special assessments whose use is restricted to debt retirement.

Allowance for Doubtful Accounts

The District may provide an allowance for doubtful accounts equal to the estimated uncollectible portion of receivables. This estimate is based on historical collection experience and a review of the current status of accounts receivable.

Capital Assets

Capital assets are defined as assets with an initial individual cost of \$5,000 or more and an estimated useful life of more than one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Contributed assets, such as easements granted by property owners, are recorded at their estimated fair value at the date of donation. Depreciation has been provided using the straight-line method over the estimated useful lives of the individual assets.

Sewer plant, facilities and capital improvements	10 – 50 years
Machinery and Equipment	3 – 10 years

Maintenance and repairs are charged to expense; improvements are capitalized.

Compensated Absences

Compensated absences consist of vacation leave earned by employees based on services already rendered. Depending upon the employee's position with the District, employees are granted from 5 to 10 days of vacation per year following one year of service up to a maximum of 15 days per year following 6 to 11 years of service. Employees are allowed to accrue vacation hours to a maximum of twice the employee's annual days earned. District employees are granted nonvesting sick leave. Upon termination, an employee is not entitled to reimbursement of the accumulated sick leave. The sick leave compensation is accounted for in the period that the event takes place.

CAMP VERDE SANITARY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013 and 2012

NOTE 1        NATURE OF OPERATIONS AND SUMMARY OF SIGNIFICANT ACCOUNTING  
POLICIES (Continued)

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Impact of Recently Issued Accounting Principles

In December 2010, the GASB issued Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements. GASBS No. 62 incorporates into the GASB's authoritative literature certain accounting and financial reporting guidance that is included in the following pronouncements issued on or before November 30, 1989, which does not conflict with or contradict GASB pronouncements: Financial Accounting Standards Board (FASB) Statements and Interpretations, Accounting Principles Board Opinions and Accounting Research Bulletins of the American Institute of Certified Public Accountants' (AICPA) Committee on Accounting Procedure. The requirements of this Statement are effective for financial statements for periods beginning after December 15, 2011. The District adopted GASBS No. 62 in fiscal year 2013. The adoption of GASBS No. 62 does not have any impact on the District's financial statements.

In June 2011, the GASB issued Statement No. 63, Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position. GASBS No. 63 provides guidance for reporting deferred outflows of resources, deferred inflows of resources, and net position in a statement of financial position and related disclosures. The statement of net assets is renamed the statement of net position and includes the following elements: assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position. The requirements of this Statement are effective for financial statements for periods beginning after December 15, 2011. The District adopted GASBS No. 63 in fiscal year 2013. The adoption of GASBS No. 63 has impacted the presentation of the District's financial statements.

In March 2012, the GASB issued Statement No. 65, Items previously reported as assets and liabilities. GASBS No. 65 provides reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities, and other related disclosures. In addition, the reporting of such items should be limited to those instances identified by the Governmental Accounting Standards Board. Statement No. 65 also changes the determination of the major fund calculations and limits the use of the term deferred in financial statement presentation. Although the provisions of this Statement are effective for financial statements for periods beginning after December 15, 2012, the District elected to early implement it in fiscal year 2013. The adoption of GASBS No. 65 has impacted the presentation of the District's financial statements.

CAMP VERDE SANITARY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013 and 2012

NOTE 2 PROPERTY TAXES

The Board of Directors sets an annual property tax levy. The Arizona Revised Statutes require that property taxes be levied on or before the third Monday in August. Taxes are levied and collected by the Yavapai County Treasurer on real and personal property. Real property taxes, payable in two installments, are due November 1 and May 1. Personal property taxes are billed throughout the year. Interest and penalties are assessed if a taxpayer fails to pay the tax within a period of time specified by law. Taxes are considered a lien against real property at the date of levy and are recognized as revenue in the year levied. The District's tax levy for fiscal years 2013 and 2012 was \$959,347 and \$1,099,869, respectively.

NOTE 3 CASH AND CASH EQUIVALENTS

Arizona Revised Statutes authorize the District to invest public monies in the State or County Treasurer's investment pools; interest bearing savings accounts, certificates of deposit, and repurchase agreements in eligible depositories; bonds or other obligations of the United States government that are guaranteed as to principal and interest by the United States government; and bonds of the State of Arizona counties, cities, towns, school districts, or special districts as specified by statute. As required by statute, collateral is required for demand deposits, certificate of deposit, and repurchase agreements at 102 percent of all deposits not covered by Federal depository insurance.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, an entity will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party.

At June 30, 2013, the carrying amount of the District's deposits totaled \$1,023,166 and the bank balance was \$1,053,057. The District's deposits at June 30, 2013, were covered by Federal Depository Insurance to the extent of \$142,345. Deposits of \$910,712 were collateralized with securities held by the pledging financial institution or by its trust department or agent but not in the District's name.

At June 30, 2012, the carrying amount of the District's deposits totaled \$1,089,413, and the bank balance was \$1,546,040. The District's deposits at June 30, 2012, were covered by Federal Depository Insurance to the extent of \$126,732. Deposits of \$1,437,308 were collateralized with securities held by the pledging financial institution or by its trust department or agent but not in the District's name.

Restricted Cash

Restricted cash and cash equivalents consist of assessments collected by the Yavapai County Treasurer from landowners in the District and user charges collected by the District from customers for the purpose of infrastructure debt repayment and a debt covenant required repair and maintenance fund which is fully funded.



CAMP VERDE SANITARY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013 and 2012

NOTE 4 CAPITAL ASSETS

A summary of the changes in capital assets follows:

<u>2013</u>	Beginning			Ending
Capital Assets	Balance	Increases	Decreases	Balance
<b>Non-depreciable assets:</b>				
Land	\$ 1,275,828	\$ -	\$ -	\$ 1,275,828
Metal Building	25,000	8,259		33,259
Construction in progress	194,966	272,776	-	467,742
Total non-depreciable assets	<u>1,495,794</u>	<u>281,035</u>	<u>-</u>	<u>1,776,829</u>
<b>Depreciable assets:</b>				
Sewer plant and facilities	13,956,757	-	(223)	13,956,534
Machinery, equipment, vehicles and software	586,730	25,700	-	612,430
Collection system	6,871,018	-	-	6,871,018
Capital improvements	30,350	24,324	-	54,674
Master plan engineering	4,920	-		4,920
Total depreciable assets	<u>21,449,775</u>	<u>50,024</u>	<u>(223)</u>	<u>21,499,576</u>
<b>Accumulated depreciation:</b>				
Sewer plant and facilities	(2,585,990)	(510,335)	(242)	(3,096,567)
Machinery, equipment, vehicles and software	(188,496)	(32,126)	-	(220,622)
Collection system	(413,228)	(171,494)	-	(584,722)
Capital improvements	(11,727)	(1,211)	-	(12,938)
Master plan engineering	(98)	(98)	-	(196)
Total accumulated depreciation	<u>(3,199,539)</u>	<u>(715,264)</u>	<u>(242)</u>	<u>(3,915,045)</u>
Total depreciable assets	<u>18,250,236</u>	<u>(665,240)</u>	<u>(465)</u>	<u>17,584,531</u>
Total capital assets, net	<u>\$ 19,746,030</u>	<u>\$ (384,205)</u>	<u>\$ (465)</u>	<u>\$ 19,361,360</u>

CAMP VERDE SANITARY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013 and 2012

NOTE 4 CAPITAL ASSETS (Continued)

<u>2012</u>	Beginning			Ending
Capital Assets	Balance	Increases	Decreases	Balance
Non-depreciable assets:				
Land	\$ 1,275,828	\$ -	\$ -	\$ 1,275,828
Metal Building	15,000	10,000	-	25,000
Construction in progress	150,571	44,395	-	194,966
Total non-depreciable assets	<u>1,441,399</u>	<u>54,395</u>	<u>-</u>	<u>1,495,794</u>
Depreciable assets:				
Sewer plant and facilities	13,956,757	-	-	13,956,757
Machinery, equipment, vehicles and software	586,730	-	-	586,730
Collection system	6,871,018	-	-	6,871,018
Capital improvements	30,350	-	-	30,350
Master plan engineering	-	4,920	-	4,920
Total depreciable assets	<u>21,444,855</u>	<u>4,920</u>	<u>-</u>	<u>21,449,775</u>
Accumulated depreciation:				
Sewer plant and facilities and software	(2,087,717)	(498,273)	-	(2,585,990)
Collection system	(145,923)	(42,573)	-	(188,496)
Capital improvements	(241,734)	(171,494)	-	(413,228)
Master plan engineering	(10,516)	(1,211)	-	(11,727)
Master plan engineering	-	(98)	-	(98)
Total accumulated depreciation	<u>(2,485,890)</u>	<u>(713,649)</u>	<u>-</u>	<u>(3,199,539)</u>
Total depreciable assets	<u>18,958,965</u>	<u>(708,729)</u>	<u>-</u>	<u>18,250,236</u>
Total capital assets, net	<u>\$ 20,400,364</u>	<u>\$ (654,334)</u>	<u>\$ -</u>	<u>\$ 19,746,030</u>

NOTE 5 SPECIAL ASSESSMENT DEBT

The District issued and sold assessment district improvement bonds in 1989 and 1990 totaling \$144,900, bearing interest at 6% and maturing on January 1, 2014. Proceeds were used to finance construction in the District's service area. The bonds are secured by pledges of revenues from special assessments levied against the benefiting property owners, and are repaid from annual special assessments of \$50 per parcel of land within the service area. Assessments are billed and collected by the Yavapai County Treasurer and held in a restricted bond account.

The District prepaid the final installment due January 1, 2014 on June 18, 2013, leaving no debt service requirements for this debt.

CAMP VERDE SANITARY DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2013 and 2012

NOTE 5 SPECIAL ASSESSMENT DEBT (Continued)

Debt service requirements to maturity for the District's bonds payable at June 30, 2012 was:

Year	Principal	Interest
2013	\$ 10,000	\$ 1,262
2014	11,048	662
Total Special Assessment Debt	21,048	1,924
Current portion	(10,000)	(1,262)
Noncurrent portion	\$ 11,048	\$ 662

NOTE 6 DEFERRED COMPENSATION PLAN

Effective July 1, 2011, the District established and administered a Deferred Compensation Plan created in accordance with Internal Revenue Code Section 457 through Life Insurance Company of the Southwest. The plan, available to all full-time employees upon completing ninety days employment with the District, permits them to defer up to 4% of their current salary until future years, at a minimum of \$25 per bi-weekly pay period. The District matches that 4% contribution. During year ended June 30, 2013, six of the seven eligible employees contributed \$7,106 to the plan. The District matched the contribution at \$7,106. The deferred compensation is not available to the employees until termination, retirement (age 65 to age 70 ½), death or unforeseeable emergency. The Plan permits each participant to select the individual annuity contract which will be purchased with his salary deferral contributions.

CAMP VERDE SANITARY DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2013 and 2012

NOTE 7 NOTES PAYABLE

The District has several long-term loans which were undertaken for construction of and expansion of the wastewater treatment plant and collector sewer line system. The long-term debt is summarized as follows:

	<u>2013</u>	<u>2012</u>
WIFA note payable with interest at 3.136%, due in semi-annual installments totaling \$42,394, maturing July 1, 2024, secured by ad valorem property taxes.	\$ 367,016	\$ 394,856
WIFA note payable with interest at 3.293%, due in semi-annual payments of \$349,931 including interest, maturing July 1, 2025.	3,078,948	3,315,789
WIFA note payable with interest at 3.69%, due in semi-annual payments of \$362,301 including interest, maturing July 1, 2032.	3,947,905	4,124,954
WIFA note payable with interest at 3.338%, due in semi-annual payments of \$118,768 including interest, maturing July 1, 2032.	1,727,456	1,787,557
USDA Rural Development Notes payable with interest at 4.125%, due in semi-annual payments ranging from \$136,247 to \$265,540, plus interest, maturing July 1, 2032.	<u>3,754,086</u>	<u>3,889,322</u>
Current portion	<u>12,875,411</u> <u>(62,109)</u>	<u>13,512,478</u> <u>(60,102)</u>
	<u>\$ 12,813,302</u>	<u>\$ 13,452,376</u>

CAMP VERDE SANITARY DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2013 and 2012

NOTE 7 NOTES PAYABLE (Continued)

Notes payable debt service requirements until maturity for years ended June 30, 2013 are as follows:

Year Ending June 30,	Principal	Interest	Total
2014	\$ 62,109	\$ 56,626	\$ 118,735
2015	658,985	489,821	1,148,806
2016	673,807	464,227	1,138,034
2017	689,185	438,276	1,127,461
2018	705,139	411,957	1,117,096
2019-2023	3,786,787	1,654,139	5,440,926
2024-2028	3,920,840	935,844	4,856,684
2029-2033	2,378,559	293,822	2,672,381
Total	<u>\$ 12,875,411</u>	<u>\$ 4,744,712</u>	<u>\$ 17,620,123</u>

Notes payable debt service requirements until maturity for years ended June 30, 2012 are as follows:

Year Ending June 30,	Principal	Interest	Total
2013	\$ 60,102	\$ 497,754	\$ 557,856
2014	644,701	515,072	1,159,774
2015	658,985	489,821	1,148,807
2016	673,807	464,227	1,138,034
2017	689,185	438,276	1,127,461
2018-2022	3,697,564	1,791,744	5,489,309
2023-2027	4,093,274	1,077,613	5,170,887
2028-2032	2,715,994	416,435	3,132,429
2033	278,866	9,738	288,604
Total	<u>\$ 13,512,478</u>	<u>\$ 5,700,681</u>	<u>\$ 19,213,159</u>

CAMP VERDE SANITARY DISTRICT  
 NOTES TO FINANCIAL STATEMENTS  
 June 30, 2013 and 2012

NOTE 7 NOTES PAYABLE (Continued)

Long-term liabilities activity for the years ended June 30, 2013 and 2012 were as follows:

<u>2013</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Special assessment debt	\$ 21,048	\$ -	\$ (21,048)	\$ -	\$ -
Notes payable	13,512,478	-	(637,067)	12,875,411	62,109
Compensated absences	7,882	13,906	(12,400)	9,388	9,388
Total long-term liabilities	<u>\$ 13,541,408</u>	<u>\$ 13,906</u>	<u>\$ (670,515)</u>	<u>\$ 12,884,799</u>	<u>\$ 71,497</u>
<u>2012</u>	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Special assessment debt	\$ 31,048	\$ -	\$ (10,000)	\$ 21,048	\$ 10,000
Notes payable	14,077,680	-	(565,202)	13,512,478	60,102
Compensated absences	7,805	11,620	(11,543)	7,882	7,882
Total long-term liabilities	<u>\$ 14,116,533</u>	<u>\$ 11,620</u>	<u>\$ (586,745)</u>	<u>\$ 13,541,408</u>	<u>\$ 77,984</u>

NOTE 8 RISK MANAGEMENT

The District is exposed to various risks of loss related to torts, theft, destruction of assets, error and omissions, injuries to employees, and other losses. The District carries commercial insurance for risks of loss, including workers' compensation, and employee health insurance. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three years.

NOTE 9 CONTINGENCIES

The District is a defendant in litigation that has arisen in the normal course of business. Although the outcome of this litigation is not presently determinable, in the opinion of management, the resolution of this matter will not have a material adverse effect on the financial condition of the District.

CAMP VERDE SANITARY DISTRICT  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2013 and 2012

NOTE 10      RESTATEMENT OF NET POSITION

The District implemented Governmental Accounting Standards Board (GASB) Statement No. 65 for the year ended June 30, 2013. As a result, the District's net asset balances as of June 30, 2012 have been restated as net position in the financial statements.

Net assets at June 30, 2012	\$ 7,763,461
GASB Statement No. 65 adjustment	
Debt issuance costs	<u>(199,231)</u>
Net position at June 30, 2012	<u>\$ 7,564,230</u>

NOTE 11    DISTRICT DISSOLUTION SUBSEQUENT TO YEAR END

On January 2, 2013, the District Board approved dissolution of the Camp Verde Sanitary District. On March 12, 2013, the votes of the Town of Camp Verde approved the District's dissolution and the Town of Camp Verde's acquisition of the District effective July 1, 2013. An intergovernmental agreement between the District and the Town was executed, with an effective date of August 7, 2013. Under this agreement, the District is now administered by the Town Council as trustees of the District until all of the District's outstanding debt is fully discharged. The operation of the District continues under contract with the Town for operational responsibilities. The agreement automatically terminates on the date that all District indebtedness is paid in full. The District transferred title to all personal property owned by the District and all real property owned by the District. The Town Council shall certify to the Yavapai County Board of Supervisors the amount necessary to pay interest and principal on all outstanding indebtedness of the District. The District's Board of Directors will serve as an advisory committee to the Town Council.

## COMPLIANCE





HENRY & HORNE, LLP  
Certified Public Accountants

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT  
AUDITING STANDARDS

To the Board of Directors  
Camp Verde Sanitary District  
Camp Verde, Arizona

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Camp Verde Sanitary District (District), as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise Camp Verde Sanitary District's basic financial statements, and have issued our report thereon dated September 4, 2013.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Camp Verde Sanitary District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of District's internal control. Accordingly, we do not express an opinion on the effectiveness of Camp Verde Sanitary District's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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7098 E. Cochise Road  
Suite 100  
Scottsdale, AZ 85253-4517  
(480) 483-1170  
Fax (480) 483-7126

**Casa Grande**  
1115 E. Cottonwood Lane  
Suite 100  
Casa Grande, AZ 85122-2950  
(520) 836-8201  
Fax (520) 426-9432

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Camp Verde Sanitary District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Henry + Horne LLP*

Casa Grande, Arizona  
September 4, 2013



**Agenda Item Submission Form – Section I**

**Meeting Date:** October 2, 2013

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

**Requesting Department:** Camp Verde Marshal's Office

**Staff Resource/Contact Person:** Marshal Nancy Gardner

**Agenda Title (be exact):** Possible approval by Council to waive the residency requirement to allow Marshal Gardner to reside in Munds Park, AZ.

**List Attached Documents:** Copy of Town Marshal Job Description as advertised; Town Code Section 3-1-1 Residency; Town Code Section 3-2-4 Town Marshal

**Estimated Presentation Time:**

**Estimated Discussion Time:**

**Reviews Completed by:**

**Department Head: Russ Martin**

**Town Attorney Comments:**

Finance Review:     Budgeted     Unbudgeted     N/A

Finance Director Comments/Fund:

**Fiscal Impact:**

**Budget Code:** \_\_\_\_\_ **Amount Remaining:** \_\_\_\_\_

**Comments:**

**Background Information:**

The Town Code Section 3-2-4 Town Marshal; requires that the Town Marshal reside within the Town unless waived by the Council. Marshal Gardner has resided just outside the Town limits while she searched for a more permanent residence the past year and half. The Town Manager is requesting Council waive the requirement for residency for Marshal Gardner and allow her to reside at property that she has purchased as investment property, in Munds Park. The distance is 31 miles from Camp Verde which is an approximate 25 minute travel time. Although Munds Park can receive a considerable amount of snow this has been considered during her purchase and she feels this will not be a deterrent as she was raised in North Dakota where there can be extreme weather conditions, in addition, she does own F350 truck which can tolerate snow conditions should it become necessary.

As the Town Manager I am requesting this waiver as I believe it is in proximity to Camp Verde and demonstrates her desire to remain in the area. Recruitment efforts that led to her hiring allowed for the consideration to be residing elsewhere, I believe she has made a significant effort to find a property that suits her needs here in Camp Verde and nearby. This poses limited issues from my perspective as most issues are handled by responding officers and rarely require the Marshal early on in any incident that might arise.

Finally, there are many great places to live in and around Camp Verde, it is what attracted my candidacy for the Town Manager position. I would like the opportunity to continue to attract talent to this position and others who will have the freedom to live where they may choose as long as they demonstrate a commitment to Camp Verde, which Marshal Gardner certainly has. I believe the commitment will continue from the Marshal regardless of the location where she resides as has been demonstrated by her consistent attendance at various community activities.

***Recommended Action (Motion):*** (Suggested Motion):

It is recommended that the Council approve the waiver request for Marshal Gardner to reside outside the Town limits.

***Instructions to the Clerk:***

The Finance Director shall receive and safely keep all monies that come to the Town and pay out the same as authorized by the Council or the Manager as authorized by the Council. The Finance Director shall keep a separate record and account of each different fund provided by the Council, apportion the monies received among the different funds prescribed by the Council, and keep a complete set of books showing every money transaction of the Town, the state of each fund, from what source the money in each fund is derived, and for what purpose expended. The Director shall make monthly reports to the Council of all receipts and disbursements, and the balance in each fund.

**C. Expenditure Control and Purchasing.**

The Finance Director is authorized to approve requests to expend funds, but only as authorized in a Council-approved budget and the Town of Camp Verde Policy and Operations guide.

**SECTION 3-2-4 TOWN MARSHAL**

- A. Office Established.** The office of the Town Marshal is hereby established. The Town Marshal shall be appointed by the Town Manager on the basis of ability, and shall hold office pursuant to Section 3-1-3.A of this code. The Town Marshal shall be a resident of the Town, unless such requirement is waived by the Council.
- B. Powers and Duties.** The Town Marshal is the administrative head of the police department of the Town under the direction and control of the Town Manager. He shall perform such duties as may be required of him by law and as the Town Manager may deem necessary.

**SECTION 3-2-5 DIRECTOR OF COMMUNITY DEVELOPMENT (2008-A355)**

- A. Office Established.** The Office of Director of Community Development is hereby established. The Director of Community Development shall be appointed by the Town Manager on the basis of ability, and shall hold office pursuant to Section 3-1-3.A of this code.
- B. Powers and Duties.**
  - 1. Be the zoning administrator pursuant to ARS § 9-462.05 and the code enforcement officer as may be amended, to enforce the zoning regulations of the Town of Camp Verde, either directly or through their designee(s) advise of Town policy and violations, help to determine enforcement priorities, and train and supervise the inspectors.

**SECTION 3-2-6 DIRECTOR OF PUBLIC WORKS/ENGINEER**

- A. Office Established.** The office of Director of Public Works/Engineer is hereby established. The Director of Public Works/Engineer shall be appointed by the Town Manager on the basis of ability, and shall hold office pursuant to Section 3-1-3.A of this code.
- B. Powers and Duties.** The Director of Public Works/Engineer is the administrative head of the public works department under the direction and control of the manager. In such position, the Director of Public Works/Engineer shall:
  - 1. Supervise the operations division which shall have charge of and supervision over the care, maintenance and construction of all streets, sidewalks, alleys and public ways; the construction, operation and maintenance of all storm water and sanitary sewers and all street gutters, drains, drainage ways, improvement districts, waste water treatment, airports, easements and appurtenances thereto under Town jurisdiction; the care, maintenance and construction of all public buildings, lands and parkways; the operation, maintenance and construction of all other public works projects and improvements within the jurisdiction of the Town.
  - 2. Direct preparation of improvement districts and coordinates work and studies for improvement projects.

## CHAPTER 3 ADMINISTRATION

### ARTICLE 3-1

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#### OFFICERS IN GENERAL

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##### SECTION 3-1-1 RESIDENCY

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Residency within Town limits for department heads or other personnel may be required for certain positions as reflected in the advertising for the position.

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##### SECTION 3-1-2 DUAL POSITIONS (2007-A346)

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The provisions below distinguish between two (2) positions that are appointed and reviewed by the Council (Town Manager and Town Attorney), and other department heads that are under review and control of the Town Manager, who may terminate them for cause, but who do not have the severance offer of Section 3-1-3.B. In the event that a person has a dual position, such as Town Manager/Community Development Director, he or she will have the review and termination rights associated with the higher-level position, but in the event the job title is simply severed, without termination of the individual, such personnel action will not have rights under 3-1-3.B.

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##### SECTION 3-1-3 REMOVAL PROVISIONS (2000-A160) (2007-A346)

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**A. Removal for Cause. (2000-A160) (2007-A346)**

The Town Manager and the Town Attorney will be reviewed by the Town Council using procedures that may be adopted by motion of the Council and may be removed from their positions for cause. All other department heads and classified employees report to the Town Manager and may be removed for cause. "Removal for Cause" includes failure to receive satisfactory performance reviews, violation of adopted work rules in the Personnel Handbook, violation of drug policies, conviction of a criminal offense involving moral turpitude, loss of any professional license or other qualification necessary for the position, and failure to fulfill tasks assigned by the job description.

**B. Termination Other than For Cause. (2006-A160) (2007-A346)**

The Town Manager, Town Attorney (if employed by the Town), may be removed by the Council other than for cause, by offering severance pay of six (6) months' salary, conditioned on the employee and Town signing a mutual release for any employment claims, and including other terms mutually agreeable, as may be authorized by ARS §9-239.C, as may be amended.

**C. A manager or department head shall provide the Council with thirty days' written notice of intention to resign his position.**

## Job Description



## TOWN MARSHAL

Department:	Marshal	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under administrative direction, serves the community in a partnership relationship to protect life and property, prevent crimes, and investigate and apprehend persons who commit crimes. Performs highly professional management, administrative, and supervisory duties in directing all operations and law enforcement activities. Develops short-term and long-range plans and service objectives. Serves as the primary Town authority on matters pertaining to law enforcement programs.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organizes, leads, controls, and evaluates law enforcement personnel and operations; develops policies, regulations, procedures, and general orders for the department; directly supervises command staff and indirectly supervises the entire department; responsible for the selection, training, and development of department personnel; sets standards for rewarding good performance and maintaining departmental discipline and conduct of department staff.
- Supervises and directs the investigation of citizen complaints and internal affairs investigations; frequently meets and interfaces with Town officials, other law enforcement officials, community and business representatives and the general public; attends meetings to keep abreast of current events and to represent the department at local, county, state and other meetings; prepares and presents the annual budget for the Marshal's Office.
- Supervises and monitors the department budget throughout the fiscal year; evaluates the activities of the marshal's office to achieve the mission of the department in an efficient and cost effective manner; participates in complex criminal and other investigations, assumes direct command in major emergency situations.
- Participates in a variety of meetings with staff of other Town departments to discuss/resolve issues, concerns, complaints, and problems; consults with top level Town officials in the development of overall policies and procedures; directs supervises and evaluates maintenance of criminal and operational records for compliance with all applicable local, state, and federal regulations.
- Consults with other public safety officials in determining overall plans and policies to be followed in conducting police operations; attends and participates in public functions for the purpose of promoting crime prevention, law enforcement, and improving community/police relations. Actively promotes and implements Community-Based Policing.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

Directly supervises Police Command Staff and indirectly supervises all law enforcement personnel.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's degree in criminal justice, management, or a closely related field; AND ten years of progressively responsible law enforcement experience that demonstrates expertise in all facets of police administration, at least five full time years as a senior command level official in a law enforcement agency. Preferred Master's degree with appropriate emphasis.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Must obtain AzPOST certification
- Must obtain AzPOST general instructor certification

#### **Required Knowledge of:**

- Principles, methods, and practices of effective police administration.
- Crime prevention and criminal investigation theories, techniques, methods and procedures.
- Standards by which "quality police service" is measured.
- Geography, addresses and building locations within and surrounding Camp Verde.
- Equipment used in law enforcement including weaponry, communications and vehicles.
- Principles, practices, techniques, and methods of management, budget preparation, and program/project evaluation.
- Local, county, state, and federal laws, statutes, regulations, codes and ordinances.
- Police operations principles, practices and methods including investigations, surveillance, intelligence, court procedures, crime prevention, community-oriented policing.

#### **Required Skill in:**

- Directing, conducting, and supervising criminal investigation programs.
- Application and teaching of police methods, practices, and techniques.
- Use of police weaponry.
- Resolving personnel and organizational problems.
- Reviewing and evaluating work of subordinate staff to ensure achievement of departmental objectives and standards.
- Evaluating operations and programs to determine if they meet the community's needs.
- Communicating effectively orally and in writing both with small and large groups.
- Establish and maintain effective relationships with officials and the general public, as well as to command and hold the respect of subordinates.
- Fostering and maintaining a high level of morale and discipline.

#### **Physical Demands / Work Environment:**

- Administrative work is performed predominantly in office setting. Outdoor work is required for field inspections, participating in training exercises, and investigating crimes. The noise level for the office environment is usually quiet to moderate; in the field it is moderate to noisy.



The Town of Camp Verde is looking to fill the vacant position of Town Marshal (Chief of Police).

Salary range – \$79,160 – 99,805 plus benefit package.

The Town of Camp Verde is a unique community, blending its historic past with a dynamic environment, coupled with diversity to give it economic viability and strength. The historic town is geographically centered in the state's lush Verde Valley. The sparse population of less than 11,000, 46 square miles of land and many small farms and ranches enhance our rural, western lifestyle. The waterways that meander throughout our quiet community provide an abundance of riverfront properties and recreational opportunities. Camp Verde is located in the center of the Arizona, 86 miles north of Phoenix in Yavapai County. The Town has a Mayor/Council form of government with the Town Marshal reporting directly to the Town Manager.

The annual operating budget for the Camp Verde Marshal's Office (Police Department) for FY 2011-2012 is approximately \$1,928,331. The Marshal's Office is comprised of 36 members, of whom 22 are sworn officers, and 12 civilian. The Camp Verde Marshal's deputies and 911 communication center respond to approximately 9,687 calls for service each year.

Minimum Professional Requirements:

- Within one year of appointment, candidates must obtain an Arizona Law Enforcement Certification (standards established by the Arizona Peace Officer Standards and Training Board ([AZPOST.GOV](http://AZPOST.GOV))).
- Residency in the town is a preferred.

Education and Experience:

- Bachelor's Degree in Criminal Justice, or related field, five years increasingly responsible supervisory experience in a public law enforcement agency or an equivalent combination of education and experience.
- The ideal candidate will have experience in community oriented policing, community relations, intergovernmental relations, strong communication skills.

This position is open until filled; however, the first review of applications will take place on November 1, 2011. Following the first review date, applications will be screened against criteria provided in the Town Marshal's job description and the requirements set forth by the Town Manager.

For more information, qualified candidates may visit the town website (<http://www.campverde.az.gov>) or by contacting Darby Martin (Human Resources Special) at [darby.martin@campverde.az.gov](mailto:darby.martin@campverde.az.gov) or by calling (928) 567-6631 ext. 115.

9  
Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date:** October 2, 2013

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

**Requesting Department:** Mayor & Council

**Staff Resource/Contact Person:** Vice Mayor Baker

**Agenda Title (be exact):** Discussion, consideration, and possible direction to staff to prepare an ordinance amending Town Code Section 11-1-6 Parks Alcohol Use on Town-owned properties.

**List Attached Documents:** Town Section 11-1-6

**Estimated Presentation Time:** 5 minutes

**Estimated Discussion Time:** 15 minutes

**Reviews Completed by:**

Department Head: N/A

Town Attorney Comments: N/A

Finance Department N/A

Fiscal Impact: None

Budget Code: N/A

Comments:

Amount Remaining: \_\_\_\_\_

**Background Information:** In 2001, Section 11-1-6 of the Town Code was amended to permit alcohol use on Town-owned property for three events only. These events are Ft Verde Days, Corn Festival and Pecan & Wine Festival. I have had several requests from citizens who would like to use the parks or other Town facilities for family reunions, birthday parties, wedding receptions, and barbecues and be able to have a beer with their burgers. In addition, fund-raising groups have been turned away and lost opportunities because alcohol is permitted at these three Town-sponsored events only.

Perhaps Council will consider amending the Town Code to allow alcohol on Town-owned properties with restrictions and specifications as determined by Council.

**Recommended Action (Motion):** Move to direct staff to prepare an Ordinance, amending Section 11-1-6 Parks – Alcohol Use as discussed.

**Instructions to the Clerk:** Prepare ordinance and bring it back to Council.

2006 - A162

2009 - A367

2009 - A369

SUPERCEDED BY 2011-A372 TC



ORDINANCE 2011-A375

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING TOWN CODE SECTION 11-1-6 PARKS - ALCOHOL USE

TOWN CODE, SECTION 11-1-6 is hereby amended as follows:

Section 11-1-6 Parks - Alcohol Use (2000-A162) (2009-A367) (2009-A369)

Definitions: "Public Recreation Area" shall include a Town park, district or regional parks, riverfront parks, or areas so designated by the Town Council of the Town Hall complex, such as the adjoining sports fields, parking lots, or gymnasium, or other Town property.

Prohibition on Alcohol Use. It is unlawful for any person to consume, possess, give, or sell any alcoholic beverage within the boundaries of any public recreation area OR ON TOWN-OWNED PROPERTY within the Town limits, or in a public thoroughfare, except that persons may sell, purchase, or consume beer and/or wine by permit from the Town. THE COUNCIL MAY APPROVE NO MORE THAN THREE (3) ALCOHOL PERMITS ON TOWN PROPERTY IN A FISCAL YEAR. at the following events only: Fort Verde Days (beer only), CORN FESTIVAL Crawdad-Festival (beer only), and Pecan, Wine & Antique Festival (wine only). The permits will specify the area and other conditions of use. A special event license from the Arizona Department of Liquor Control is required and procedures are outlined in the Town of Camp Verde Procedures and Operations Guide, Special Event Permitting Procedures and Handbook. THE PERMIT WILL SPECIFY THE AREA and other conditions of use.

- A) Proof of alcohol training from Arizona Department of Liquor Control is required as a condition of the permit.
- B) Signs will be posting stating that no one appearing to be intoxicated will be served
- C) "LAST CALL" promotions are strictly prohibited.

Permit Procedures. The Town Manager will establish permit procedures under this ordinance, except that the Town Council may by motion or resolution determine which events sponsored by the Town will have beer sold under a Town special event license.

Violations and Penalties. Violation of this [section] ordinance is declared to be a Class 1 misdemeanor, punishable by fines up to \$2,500 and 6 months in jail or to the limits as may be amended by State law.

Posting. Signs shall be posted in all public recreation areas warning the public of the provisions of this ordinance.

Effective Date. This Ordinance is to be effective when publication and posting pursuant to A.R.S. § 9-813 is accomplished.

PASSED AND ADOPTED in open meeting by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, on the 20th day of April 2011.

Bob Burnside, Mayor 6-15-11

Approved as to form: [Signature] Town Attorney

Attest:

Deborah Barber, Town Clerk

Date 6-27-2011