

**CITY OF KINGMAN  
MEETING OF THE CLEAN CITY COMMISSION  
City Council Chambers  
310 N. 4<sup>th</sup> Street**

**5:00 P.M.**

**SPECIAL AGENDA**

**Wednesday, Aug. 31, 2016**

**CALL TO ORDER & ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**1. NEW BUSINESS**

**a. Mohave County Fair Booth Discussion.**

The commission will discuss plans for the city booth at the Mohave County Fair on September 15-18, 2016. Discussion will include scheduling of volunteers for the booth, organizing the booth, and promotion of city programs and activities in cooperation with other commissions and city departments.

**2. CALL TO THE PUBLIC - COMMENTS FROM THE PUBLIC**

Those wishing to address the Clean City Commission need not request permission in advance. Action taken as a result of public comments will be limited to directing staff to study the matter or rescheduling the matter for consideration and decision at a later time pursuant to A.R.S. 38-431 et al.

**3. ANNOUNCEMENTS BY COMMISSION MEMBERS**

Limited to announcements, availability/attendance at conferences and seminars, requests for agenda items for future meetings.

**ADJOURNMENT**

Posted \_\_\_\_\_ By \_\_\_\_\_



## Clean City Commission Memorandum

**To:** Kingman Clean City Commission  
**From:** Rich Ruggles, Staff Liaison  
**Date:** August 31, 2016  
**Subject:** **ITEM #1A: Mohave County Fair Booth Discussion**

The Clean City Commission has obtained and the City of Kingman has paid for a 10 x 10 inside booth with electricity at the Mohave County Fair which takes place from September 15-18, 2016. The purpose of the fair booth will be to highlight the activities of the CCC as well as any other commissions and city departments that wish to participate. The following items are for discussion:

**1. Clean City Commission Promotions.**

I have ordered a number of items for the fair booth including: 250 pens made from recycled water bottles, 3 rolls of "No Litter" stickers, 100 Mini-Shape seeds, 500 Biodegradable bags, 1000 Temporary Tattoos promoting recycling. Samples of these items should be displayed on the tables as they are intended to be given away.

I also ordered 500 reusable grocery bags and we have a number of bags left from our old promotion. We also have some t-shirts available as well. Do we want to give any of these away as well or hold some kind of drawing for them? Any drawings must be approved by the Fairgrounds.

Additionally I was thinking we should provide handouts or other information regarding our various programs such as the Adopt-a-Block program, Community Clean-ups, Arbor Day/Tree City USA, Reusable Bag Promotion, and Kingman EZ Recycling Program. What are the thoughts from the commission?

Finally there was discussion about having a video display at the fair booth. I will discuss this further with IT. What specific items or videos should be displayed?

**2. Participation of City Commissions.**

I sent an e-mail to the staff liaisons of most of the other city commissions on August 22<sup>nd</sup>. I invited the participation of other commissions with the booth in order highlight various City programs and activities. Commissions invited to participate include EDMC, Historic Preservation, Parks & Recreation, Planning and Zoning, TDC, Transit, and Youth Advisory Commission. We will discuss the expected participation of other commissions.

**3. Volunteer Schedule.**

Commission Member Longoria has been scheduling volunteers to assist with the fair booth. The fair is open Thursday Sep. 15<sup>th</sup>, 10 a.m. to 9 p.m.; Friday Sep. 16<sup>th</sup>; Saturday Sep. 17<sup>th</sup> from 10 a.m. to 10 p.m. and Sunday Sep. 18<sup>th</sup> from 10 a.m. to 5 p.m.

Each volunteer is scheduled for a three-hour time slot with three volunteers scheduled per slot. We will discuss the status of the schedule.

4. **Coordination of Vendor Badges.**

The fair only provides six badges for each vendor. Since we will have many more volunteers than badges we need to discuss and develop a process of sharing badges between the volunteers.

5. **Booth Set-up and Decoration.**

The Fairgrounds allows vendors to begin setting up their booths as early as 9 a.m. on Monday, September 12<sup>th</sup>. All booths must be finished not later than 9 p.m. on Wednesday, September 14<sup>th</sup>. The booth will have two large City of Kingman posters on fold-out stands and one or two posters on easels regarding the reusable bags. We will also need a couple of tables with skirting, and at least three chairs. We need to discuss volunteers to set up the booth and any other decorating ideas.