

**CITY OF KINGMAN
MEETING OF THE COMMON COUNCIL
Council Chambers
310 N 4th Street**

3:30 P.M.

MINUTES

Friday, October 26, 2015

WORK SESSION MEETING OF THE COMMON COUNCIL

Members	Officers	Visitors Signing in
Richard Anderson – Mayor	John Dougherty, City Manager	See attached list
Mark Abram	Carl Cooper, City Attorney	
Larry Carver	Tina Moline, Finance Director	
Jen Miles --- EXCUSED	Gary Jeppson, Development Services Director	
Stuart Yocum	Sandi Fellows, Recording Secretary for the Tourism Development Commission	
Carole Young	Sydney Muhle, City Clerk and Recording Secretary	

WORK SESSION MEETING OF THE COMMON COUNCIL

ALL WORK-SESSION ITEMS LISTED ARE FOR DISCUSSION ONLY. NO ACTION CAN OR WILL BE TAKEN. The primary purpose of work session meetings is to provide the City Council with the opportunity for in-depth discussion and study of specific subjects. Public comment is not provided for on the Agenda and may be made only as approved by consensus of the Council. In appropriate circumstances, a brief presentation may be permitted by a member of the public or another interested party on an Agenda item if invited by the Mayor or City Manager to do so. The Mayor may limit or end the time for such presentations.

**CALL TO ORDER & ROLL CALL
PLEDGE OF ALLEGIANCE**

Mayor Anderson called the meeting to order at 3:31 P.M. All Councilmembers were present except Councilmember Miles who was excused. Councilmember Carver arrived 3:32 P.M. All members of the Tourism Development Commission were present. The Pledge of Allegiance was said in unison.

**JOINT WORK SESSION OF THE CITY OF KINGMAN COMMON COUNCIL
AND THE CITY OF KINGMAN TOURISM DEVELOPMENT COMMISSION**

At the Regular Meeting of April 7, 2015, the Council heard a presentation from Krystal Burge and Tom Spear of the Tourism Development Commission concerning possible disbandment. At the Work Session of August 24, 2015, the Council held discussion of this item and requested an action item for the September 1, 2015, Regular Meeting at which the Council directed staff to arrange a Work Session on this item to present additional information. The Council will discuss this proposal among other potential options for restructure or revitalization of the Tourism Development Commission and a proposal from the City Manager to bring tourism in house. Members of the Tourism Development Commission will also be present to offer their ideas and provide input to the Council.

City Manager John A. Dougherty said that this meeting was called so the Tourism Development Commission (TDC) and Council could discuss three options being proposed. He said that the first option was to disband the TDC, the second was to maintain TDC as it is, and the third was to keep the TDC and bring the tourism position in-house. He said that he would go more in depth based on what the Council and commission members wanted.

Mayor Anderson asked TDC Chairperson Krystal Burge to address the first proposal to disband TDC.

Chairperson Burge said that she wanted to clear up that this was not her and Vice Chairperson Tom Spear's idea to handle tourism themselves. She said that Mr. Dougherty was looking for ways to streamline the budget and this was not something she chose as she has enough to do. She said that she is in favor of anything that improves the City of Kingman and the City needs to review and assess avenues for that. She said that there was more discussion to this proposal than just an idea from the chair and vice chair. She said that the Council needs to decide how to direct the City Manager and how to apply their offer to that.

Vice Chairperson Spear said that Mr. Dougherty approached TDC about taking responsibility for the Powerhouse into the TDC budget. He said that the most cost efficient for this was perhaps to disband the TDC. He said he was open to better options and that Bullhead and Lake Havasu Cities operate as they have proposed. He said that the proposal was to streamline the process and make it more efficient. He said that this would mean getting information back to the Council rather than just to TDC. He said that another development with this is the availability of the STAR Report which 70 to 80 percent of the hotels in Kingman report to. He said that this is the only thing we can measure as we can't county restaurants or the number of beers served. He said that the City can go by occupancy in those hotels to determine effectiveness. He said that this has to be taken into consideration and that when building an event it won't be successful the first year. He said that organizers have to see what worked and what didn't and make the event more efficient for the next year. He said that those numbers coming back helps the visitor center hone what can be provided to the City. He said that the weakest area is giving money to different events and getting them to report back with numbers. He said that these hotels are typically the

top of the market chains with some independents. He said that independents are more on a voluntary basis and chains are required. He said that this has changed the dynamic.

Mayor Anderson said that the STAR Report accounts for a sector of people. He said that people don't typically stay in town for events like the Fun Run. He said that he knows Vice Chair Spear has been involved in tourism in town for a long time and asked how the Arizona Office of Tourism obtains their numbers.

Vice Chairperson Spear said that the Fun Run does bring people in. He also said that when looking at an event planners look at the event the year before and the weekends surrounding the event for the regular rooms sold without the event. He said that the impact is the change in between. He said that the impact from the Fun Run is on Saturday nights and planners can look at the weekends surrounding that to see the impact.

Commissioner Herberta Schroeder said that planners would actually look at two weeks before the Fun Run as the Harley Run takes place the weekend before.

Mayor Anderson asked how the state measures impact.

Vice Chair Spear said that the only way to measure is heads in beds. He said that the STAR Report is done for Kingman, Mohave County, each county in the state, Route 66, along the Colorado River, and the entire state so it can be dissected a lot of ways.

Chairperson Burge said that the state uses a variety of things including the STAR Report and the number of visitors on flights.

Commissioner Schroeder asked if it would be possible to measure the amount of fuel sold and ask local gas stations for their figures. She said that there will be locals included in that but tourists coming in have to purchase fuel. She said that Kingman is lucky to have cheaper fuel. She said that obtaining these figures might be difficult as gas stations consider this information to be secret.

Chairperson Burge asked if the group could hear about all three opportunities.

Councilmember Abram agreed and said that the conversation was getting off topic. He said that he wanted to hear options one, two and three. He said that the other information is critical but is not what this meeting was for.

Mayor Anderson said that he felt this information was tangentially related and that for the Fun Run people are in Kingman for a day and that may not be seen in the hotels where it might be using other measures.

Councilmember Young said that this was a result of what the group was discussing.

Mayor Anderson said that he had a couple more question on what the group was looking at. He said that he was assuming the visitor center and board are collecting data and budget requests

that come from the quarterly bills. He said that it seems like all requests should go through the board.

Chairperson Burge said that this is a communication opportunity with the Council and that requests should go through Tourism Director Josh Noble.

Mayor Anderson asked if Mr. Noble's role would be expanded.

Vice Chair Spear said that it would if that is the role the Council wants the visitor center to play.

Commission Baker asked if anyone sat down to define what the TDC mission and objective is. He said that the group could then find a vehicle for that. He said that there are so many factors that do not involve heads in beds. He said that he doesn't know what the mission is and it would be nice to get a description of what the TDC should be doing.

Councilmember Young said that Chairperson Burge had said it best when she asked what the Council wants. She said that TDC focuses on the visitor center contract, tourism marketing, and the contract with Mr. Noble. She said that she wants to make sure the synergies remain progressive and do not break down. She said that there needs to be responsibility in reporting when money is given out. She said that a report is needed on the Best of the West on Route 66 Festival and on all events moving forward.

Chairperson Burge said that the Best of the West organizers will give a report but need time to collect the figures.

Councilmember Young said that there needs to be effective marketing for the best use of the money which Mr. Noble has done.

Chairperson Burge said that there are limited resources so they have to be careful.

Commissioner Schroeder read the mission of the TDC as stated in the City of Kingman Ordinance creating the TDC.

Vice Chair said that the group oversees the operations of the Powerhouse, the operation of the visitors' center and the TDC.

Councilmember Young said that the synergies have to work well together.

Commissioner Patterson asked for clarification on what Mr. Dougherty was looking for.

Mr. Dougherty said that he does not see the Powerhouse as a City function as there are no functions of the City currently in it. He said that the Chamber of Commerce pulled out and Mr. Noble is the only one there. He said that Mr. Noble collects rent from the other tenants and performs other functions.

Commissioner Patterson asked if the commission could be brought up to date on that and what Mr. Noble's new responsibilities will be. She said that the visitors' center is in the Powerhouse as a tenant and asked who is responsible for what.

Councilmember Young said that the Chamber of Commerce had previously handled this which Commissioner Patterson said was very convoluted.

Mr. Dougherty said that he appreciated Mr. Noble's help and this function was in limbo when the Chamber of Commerce moved out. He said that the City's Public Works Department had staff who can check the maintenance of the building.

Councilmember Young asked for clarification that the tourism board would perform all of these functions.

Vice Chairperson Spear said that, when looking at adopting the Powerhouse, they are limited in what they could do with outside funds. He said that if all of the functions are being taken care of by the visitor center board then the responsibilities can be tweaked to eliminate a layer and the board would report directly back to Council. He said that the Council decides this fund.

Commissioner Patterson said that all of this information would be available whether TDC remains or not.

Vice Chairperson Spear said that they are limited on the publicity from the STAR Report which is not open to everyone but can be distributed to the decision makers. He said that this information would not be available to the public so they have to be careful. He said that the more Open Meeting Laws that must be conformed to the cloudier it gets.

Commissioner Patterson said that open communication gets cloudy too.

Vice Chairperson said that the communication would go directly to the decision makers.

Councilmember Young said that option two is to maintain the system as it is which would leave the issue with the operations of the Powerhouse. She said that the City would have to get a third party to perform this function.

Mr. Dougherty said that it would suck more money out of tourism funding to hire a third party.

Chairperson Burge clarified that option two would only partially focus on the Powerhouse and there are still other factors such as marketing expectations.

Commissioner Patterson noted that the City of Flagstaff also has a TDC.

Commissioner Harley Pettit said monthly meetings open to citizens, minutes maintained in-house, public involvement, access to the STAR Report, seed money being recommended in public and reports coming back come with maintaining TDC. He said that there is no cost to the City for this as all of the members are volunteers. He said that he can understand streamlining

but sometimes redundancy is necessary. He said that these are instruments to make sure things are running right. He said that the minutes are available as they are taken by the City and there is no problem accessing other commission minutes. He said that the tourism board is not necessarily open to the public and is not on the City's schedule. He said that it is better to keep TDC.

Chairperson Burge said that she would like to hear what the third opportunity is. She said that these are all valid points and there are still responsibilities.

Commissioner Patterson said that the limited terms of the TDC are nice and the City has commissioners to get the community involved.

Chairperson Burge said that the ultimate objective is to remodel the building. She said that previously the commission had given out more money than it had which was not acceptable. She said that that is not part of the identity she wants the commission to have. She said that the consistency in one place is to make sure the building can be redone correctly and use the funds for that.

Councilmember Young said that there are also contingencies for additional work at the Powerhouse.

Commissioner Pettit said that this is ongoing.

Vice Chairperson Spear said that the City is limited on what is available on grant money which the Powerhouse has survived on to this point and helped it change from a recycling center to what it is now. He said that this has been successful through community efforts. He said that it is part of Kingman's identity and it is to Kingman's advantage to build on.

Mr. Dougherty said that he was glad Mr. Noble was present for the discussion of option three. He said that he has been frustrated and at times thinks of Mr. Noble as a City employee while other times realizing Mr. Noble is not. He said that he doesn't know how much Mr. Noble was involved with the International Route 66 Festival because the Chamber of Commerce handled a lot of it. He said that Mr. Noble was not involved in this year's Best of the West on Route 66 Festival. He said that festivals are all about tourism and he was frustrated that Mr. Noble was not involved.

Chairperson Burge said that someone presented on the festival to TDC.

Mr. Dougherty said that was the event organizer, Dora Manley. He said that Ms. Manley was supposed to raise funds through donations in order to be paid for her services. He said that the money was not raised so she was not paid.

Chairperson Burge clarified that Ms. Manley was not paid for this and handled everything herself. She said that she didn't know if Ms. Manley didn't ask for or didn't want help.

Vice Chairperson Spear said that the City gave money for this event and he didn't know why the organizers were not compensated. He said that events are a one-time thing and Kingman can have a signature event but that does not sustain tourism 365 days per year as it is only one weekend. He said that Lake Havasu City had Spring Break and the City has to be careful with events as they take on a life of their own. He said that this is only one weekend and the visitor's center has staff to pay all year. He said that when that much money is thrown at one weekend and look at the ongoing tourism efforts then you have a different vision.

Mr. Noble said that if the City wanted to have more events and an event director then an additional position would be needed. He said that the events have been good and are not anything that the visitor's center is against but would need a position as there was not enough staff time left over to do so. He said that he has to have enough staff to cover the visitor's center and that staff is hourly and their budget is only so much.

Chairperson Burge said that there is no overtime budget.

Mr. Noble said that the visitor's center has tried to look at funding and work with the Route 66 Association on different things. He said that they are trying to focus as they have limited time. He said that events take a lot of time. He said that Ms. Manley did a great job but it takes a lot.

Commissioner Patterson said that the International Route 66 Festival was the first event that saw TDC putting Mr. Noble to task. She said that several of the other events take care of themselves. She said that Mr. Noble was involved to see where other festivals had failed. She said that events usually have a way of taking care of themselves. She said that the reporting came down to one person and said that she has never heard that it was hard getting reports back.

Commissioner Schroeder said that one of the projects Mr. Noble works on is filling requests from places such as the Arizona Office of Tourism for western and Route 66 themed photos. She said that these are something that someone in France would be able to look up in Arizona and see different places they would want to visit.

City Attorney Carl Cooper said that the conversation was getting into more details than were on the agenda.

Councilmember Young said that looking at the third option to bring the tourism function in-house, there will need to be a person dedicated to oversee the events. She said that with the Best of the West Festival Ms. Manley didn't get paid as the money was distributed and there needs to be a person for this.

Mr. Dougherty said that Ms. Manley did a fantastic job. He said that a coordinator would put people in charge of different aspects of the event and Ms. Manley didn't share information with others in the group. He said there needs to be a coordinator and he thought Mr. Noble should be coordinating this.

Chairperson Burge asked if that person would be paid for out of the City's budget.

Mr. Dougherty said that they would be paid for out of the tourism funds.

Chairperson Burge said that this would come out of the "heads in beds" money.

Vice Chairperson Spear said that he thought there was a difference in vision and what is best to run the tourism function. He said that when looking at the STAR Report for events the results are not great and rooms are available in every hotel. He said that this is the only thing that can be measured and local events are a totally different game.

Commissioner Schroeder asked why there should be a City person involved in the events and why the event coordinator wouldn't do this.

Commissioner Patterson said that tourism is one thing. She said that events in Kingman are different and if they don't work out then they don't work out.

Commissioner Evans said that promoters say different things and end up not delivering.

Chairperson Burge said that all of these ideas are focused on making the community better. She said that this is looking at what TDC and tourism need to do. She said that it can be an employee doing this and she was wondering where the true placement was and make sure all areas were communicating. She said that the event person coordinates with that group and additional volunteers would be needed. She said that they want to see successful events and some events go with the leadership. She said that she sees more opportunity inside what Mr. Noble is doing.

Commissioner Pettit said that this can be done within the City.

Vice Chairperson Spear asked how other cities do this and said that what happens in Kingman is usually always volunteer groups who get together.

Mayor Anderson asked how events like the Lake Havasu Balloon Festival and Bullhead City River Regatta are handled.

Chairperson Burge said that these are handled through their cities that have a budget for them and take more ownership.

Commissioner Evans said that she has a friend in Phoenix who is an event coordinator for large events in that area. She said that this may be a great resource and could work off of the framework from those.

Councilmember Young asked about option three and if Mr. Dougherty was saying that the City would keep TDC and have a person in-house who would handle tourism which Mr. Dougherty said that he was.

Vice Chairperson Spear asked for clarification that this person would be a City employee which Mr. Dougherty said that they would.

Vice Chairperson Spear asked if there was funding for events or an event planner.

Councilmember Young said that the City would use the bed tax fund for a tourism specific person.

Mayor Anderson said that this person would decide how to use those funds.

Vice Chairperson Spear said that the budget for this in Lake Havasu City is \$1.3 million and Kingman does not have that kind of money.

Commissioner Evans asked if there was a way to set it up to have TDC continue and members volunteer to help Mr. Noble with larger events.

Commissioner Patterson said that an event is an event.

Mr. Dougherty said that with the International Route 66 Festival the City was told to advertise 18 months in advance. He said that Jim Hinkley is taking things to Europe and telling people to save the date and plan this weekend for the future. He said that he heard the rodeo had more people in attendance that in the last 20 years. He said that this is because the events were tied together though it fell apart due to personality conflicts last year.

Commissioner Evans said that people are all over Route 66 and that Route 66 and Kingman are synonymous.

Mr. Cooper said that this conversation was getting into the nitty gritty details.

Councilmember Young said that the money has to go to tourism and that the funds currently going to Mr. Noble will go to this person.

Mr. Dougherty said that all of the bed tax money will go into the TDC budget. He said that TDC is the only City commission that does not have a city department reporting to them. He said that if tourism is brought in-house this person would report to the City Manager and get direction from the TDC.

Vice Chairperson Spear said that the vision would be that Mr. Noble's position would be hired by the City Manager and the City Manager would directly supervise them. He asked whether the direction would come from Council or the TDC.

Mr. Dougherty said that he would get direction from the Council and pass it along to Mr. Noble. He said that TDC would continue and this person would bring their ideas to TDC for them to make a recommendation to the Council.

Commission Patterson asked what would happen to the tourism board if Mr. Noble became a City employee and had TDC as a volunteer committee to help.

Chairperson Burge said that it wouldn't be needed.

Vice Chairperson Spear said that the only change is where the paycheck comes from and there is merit there.

Councilmember Young said that the change is that this person would become an employee.

Vice Chairperson Spear said that there is merit there and there are a lot of changing personalities and dynamics. He said that hopefully it can be more productive and the only thing he sees is where Mr. Noble is employed.

Mr. Dougherty said that Mr. Noble would report to one person instead of an entire board.

Vice Chairperson Spear said that tourism and the Powerhouse would be one.

Chairperson Burge said that one would go away.

Councilmember Carver said that the City would not fund the tourism board.

Chairperson Burge said that the tourism board was formed because the Chamber of Commerce got rid of tourism and focused on the community.

Vice Chairperson Spear said that through history there have been issues dealing with the Chamber of Commerce and leadership was needed for Mr. Noble's position.

Mr. Noble said that whoever had this position could pick up some of the event coordinator functions and other additional functions would go away.

Chairperson Burge said that Mr. Noble is a one man show right now.

Mr. Dougherty said that this position would focus on more specific things.

Commissioner Pettit asked if a liaison could be utilized to report on these things. He said that he was looking at the budget.

Councilmember Young said that the liaison is usually a Council member.

Commissioner Pettit said that the liaison could report to the City Manager.

Mr. Dougherty said that the liaisons do not report to him.

Commissioner Pettit said that he was looking at a single point of contact.

Councilmember Young said that commissions have Council and staff liaisons and this position would be a staff liaison.

Chairperson Burge said that this is one thing they came up with and there are a lot of things that are and everyone is trying to do one thing. She said that different pieces happened and the City needed to reduce the General Fund costs. She said that the opportunity right now is if Mr. Noble worked as a City employee and took care of the Powerhouse. She said that he would still have people working under him and would be the liaison for tourism offers and other entities. She said that he would get guidance from the City Manager to look at opportunities and Council would provide that direction to the City Manager. She said that the commission is made up of volunteers to take care of City funds. She said that Mr. Noble would come to the commission and make requests for operations.

Vice Chairperson Spear said the Council would provide a mission statement and the TDC would refine how to perform it.

Mr. Dougherty said that this would be part of the City budget and the Tourism Director would present requests to the commission before they go to the Council. He said that Council can change those anytime they want but a staff recommendation would be presented.

Chairperson Burge said that the Council can do this event with the TDC right now.

Commissioner Patterson asked about how applicants for funds would make presentations.

Mr. Dougherty said that Mr. Noble would have to apply for the position and that the department would review the applications and make recommendations to TDC for a recommendation to Council.

Commissioner Patterson asked why it would need to go to Mr. Noble first.

Mr. Dougherty said that this would allow the applicant to work out their application with staff and for staff to put together their recommendation. He said that this would have to be put in the budget.

Commissioner Patterson asked if it would shortcut the process to have the requests go directly to the commission and there could be a guide to follow.

Mr. Dougherty said that most commissions receive a recommendation from staff.

Chairperson Burge said that staff would bring the requests to the commission.

Councilmember Young said that the department would have budget line items for payroll and marketing.

Chairperson Burge clarified that this is how it is now which Councilmember Young agreed was the case.

Commissioner Schroeder said that this would kill the person in that position as they will be doing everything they are doing now.

Chairperson Burge said that Mr. Noble would hold the same role he does now and this would get rid of the exterior committee.

Vice Chairperson Spear said that this provides Mr. Noble the opportunity to hone his skills on tourism and not focus on payroll and other functions.

Chairperson Burge said that they would focus just on tourism.

Mr. Noble asked if operation of the gift shop would be an issue.

Commissioner Evans said that when Jim Hinkley came to TDC he was sent to Mr. Noble.

Chairperson Burge said that request would never just go to Council and that TDC meets once per month. She said that Mr. Noble would have already talked to the applicant and understand their request to make a clear report. She said that TDC would make a recommendation to Council and the request goes from there.

Commissioner Evans asked if TDC would make the presentations which Mr. Dougherty said that the staff liaison to the commission would.

Councilmember Young asked if the revenue from the gift shop could be put back in as revenue.

Mr. Noble said that these funds supplement tourism.

Councilmember Young said that the City would have to look at how this would be run.

Chairperson Burge said that this offsets costs.

Mr. Cooper said that this would be changing from a non-profit and staff would have to look into it.

Chairperson Burge said that it would be tourism dollars.

Commissioner Patterson asked where the rental fees come from.

Finance Director Tina Moline said that there are two tenants in the Powerhouse.

Commissioner Baker asked how many disbursements are made per year.

Chairperson Burge said that there are approximately seven and that the commission would guide Mr. Noble.

Commissioner Baker restated that there are seven opportunities per year.

Commissioner Patterson suggested looking at more and perhaps denying some.

Chairperson Burge said that the commission has to set a budget.

Vice Chairperson Spear asked what the commission's function is after setting the budget.

Commission Baker asked what else the commission does outside of funding offers.

Councilmember Young said that the commission still keeps track of the hotel dollars and other functions.

Commissioner Patterson suggested getting rid of the tourism board and keeping TDC as a link in the chain.

Councilmember Young said that this creates checks and balances.

Councilmember Abram compared TDC to the Planning and Zoning Commission.

Chairperson Burge said that with TDC staff comes and updates the commission on what is being done with the money. She said that the commission does guide staff to see if this can be tightened up.

Commissioner Baker asked if there is room in the budget for an additional person and asked if there is anything coming out of the tourism budget that is not tourism related.

Councilmember Young said that the Bonelli House is tourism related.

Commissioner Baker asked if the Powerhouse was tourism which Councilmember Young said that it was.

Vice Chairperson Spear asked what happens if there is not enough money for this position in the tourism budget.

Mr. Dougherty said that the funds would have to come out of the General Fund.

Vice Chairperson Spear said that he would like to make the process more streamlined and the City has received awards for its budget in the past.

Mr. Dougherty asked Commissioner Baker what his question was about adding an additional person for tourism.

Commission Baker said that there is funding for Mr. Noble but there is too much for one person to handle.

Mr. Dougherty said that the other functions being done by Mr. Noble would be eliminated.

Commissioner Baker asked how those functions would be picked up.

Councilmember Young said that they would go under tourism still.

Ms. Moline said that on page two of the proposal she handed out there was a summary of the fund impact for this and said that it would give everyone a general idea. She said that the cost to the City was highlighted in green and this was for the Fiscal Year 2016 (FY16) budget. She then went over the various payments and what goes to Mr. Noble and the Visitor Center. She said that 25-percent of the funding would come from the General Fund and 75% would come from tourism. She then showed the increase that occurred this year. She said that there may be some changes but overall this is how it would work.

Councilmember Young said that the property management came out of the General Fund before.

Commissioner Baker asked that the \$237,500 was from.

Ms. Moline said that this is a grant for rehabilitation of the Powerhouse.

Chairperson Burge said that the budget has to be balanced.

Commissioner Patterson asked about the fireworks listed in the budget.

Ms. Moline said that her projections were based on the FY16 budget.

Vice Chairperson Spear asked why the fireworks were included.

Councilmember Young said that they were put in there to put a line item in the budget somewhere. She said that TDC was not supposed to spend their budget for it.

Chairperson Burge said that it shows as a line item.

Commissioner Evans asked if the new meeting room proposed at the Powerhouse would be funded out of the grant.

Mr. Dougherty said that this would be funded out of the Public Works budget.

Chairperson Burge said that there is a match required for the grant which pays for additional repairs to the Powerhouse and the architecture.

Vice Chairperson Spear said that they have the funds to do the remodel and that some of the funds for the grant came out of TDC and some came from the Route 66 Association.

Mr. Dougherty said that the funds cannot be spent if they are not budgeted.

Commissioner Evans asked about the grant.

Vice Chairperson Spear said that the grant is for improvements to the Powerhouse and there is a 20-percent match. He said that this is for a facelift and some things outside of the building like the Harley Davidson drawings.

Commissioner Pettit asked about the \$35,000 for the fireworks.

Councilmember Young said that this was an estimate for what was to be raised for the fireworks.

Commissioner Schroeder asked if it was possible to conduct more community education so that they know who to come to in order to request funds.

Chairperson Burge said that it is put in the newspaper through the City and TDC.

Vice Chairperson Spear said that they usually get more requests but the quality doesn't increase.

Councilmember Young said that the requests will come in and then the commission does not have them every month.

Chairperson Burge said that applicants need to plan ahead.

Vice Chairperson Spear said that if the organizers are not planning that far in advance then they are not planning for success.

Commissioner Schroeder suggested putting together a packet of what applicants should do.

Chairperson Burge said that they have that and the policy that they have to bring information back to the commission within so many days of the event.

Commissioner Pettit noted that this was an issue.

Councilmember Abram said that he liked the direction this was going and said that it would benefit everyone to set Mr. Noble up to be more successful. He said that this meeting has gotten off track several times and they needed an overall direction. He said that he liked idea number three and said the process needs to be tighter. He said that the Tourism Director being a City employee and the TDC liaison would allow them to oversee events and promote Kingman rather than worry about day-to-day operations. He said that the numbers need to match and this has to be a fiscally responsible decision.

Chairperson Burge said that the City used to have an economic development person and that position was taken out of the budget. She also said that the City would have to identify whether this violates any regulations.

Mr. Cooper said that this was not related to any ordinances and that the City just defunded the department for that position.

Councilmember Young said that this was not a good decision.

Vice Chairperson Spear said that he wanted to avoid this decision running into the same thing. He said that he is leery because he watched four Council members just vote to do away with that position. He said that he wants to make sure this position stays regardless of who is in the Council seats. He said that this is the purpose of the bed tax and it is not someone's whim to decide that.

Councilmember Young said that Human Resources would compile a job description. She also said that in the past it was difficult for Mr. Noble to get things done due to flexibility and she wants to make sure he has that flexibility.

Commissioner Patterson said that the responsibility exchange would help.

Mayor Anderson said that there will be a mix of resources.

Vice Chairperson Spear said that there would be a learning curve especially on events. He then asked how many hours per year this would take.

Commissioner Baker asked what roadblocks Mr. Noble sees as a potential applicant for this position.

Mr. Noble said that the only roadblocks are the learning curve, what can't be done that tourism is doing now, gifting laws, consistency, etc. He said that working with other department heads would be better for this position.

Commissioner Evans asked if there should be another meeting on this.

Mr. Noble said that this move gives the position focus and he sees the need to do this.

Mr. Dougherty said that he heard a rumor that Mr. Noble wasn't aware that a recent Southern Nevada Off-road Racing Enthusiasts (SNORE) event was taking place and he thought Mr. Noble was already aware of it. He said that if Mr. Noble were a part of his staff they would have talked about it several times. He said that this would help the communication for this position and make sure that everyone is on the same page.

Vice Chairperson Spear said that there are many times visitors arrive at the Powerhouse that no one knew were coming. He said that if the City knows they are coming then they can give them a reception. He said that this cleans up the process.

Mr. Dougherty said that they would be able to go up to the new conference room to meet.

Chairperson Burge said that right now Mr. Noble receives funds from businesses to help with events and asked if the City has this ability.

Mr. Cooper said that the City receives donations all the time.

Councilmember Young said that the important thing is to have a timeline and project a figure.

Commissioner Patterson asked what the tourism gift shop sells that others don't have.

Mr. Noble said that the Route 66 Association focuses on Route 66 and the Hualapai Indian Tribe focuses on Native American pieces. He said that the tourism gift shop focuses on the Southwest and have a variety of products that with "Kingman, Arizona" on them.

Vice Chairperson Spear said that there is not a lot of overlap and they have a pretty good thing.

Mayor Anderson agreed that these are complimentary retail functions.

Chairperson Burge said that they don't want to compete.

Mayor Anderson said that the Council and TDC could get together in a month and see where this is at. He suggested having a draft mission statement and having Mr. Noble take a closer look at the position.

Mr. Dougherty said that he would like to get direction from Council and input for what they want staff to do. He said that this would be on a coming agenda.

Vice Chairperson Spear offered to help and provide any information that he can.

Councilmember Abram asked to get answers regarding the gifting clauses and the revenue from the gift shop.

Chairperson Burge asked for additional information regarding donations from outside sources.

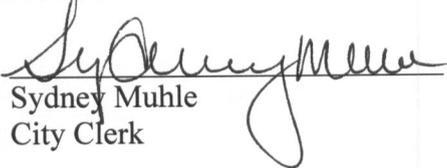
Councilmember Abram asked for information regarding gifts to tour groups as well.

Commissioner Patterson agreed with Mr. Dougherty to get this item on an agenda and decide as this subject has been discussed in a lot of workshops.

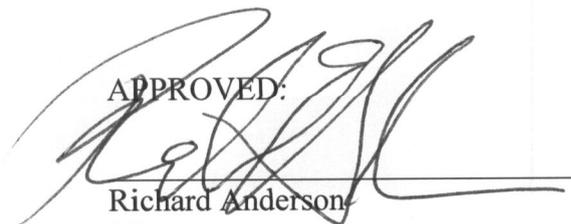
Mayor Anderson said that this was a very productive meeting and adjourned the meeting.

ADJOURN --- 5:11 P.M.

ATTEST:


Sydney Muhle
City Clerk

APPROVED:


Richard Anderson
Mayor

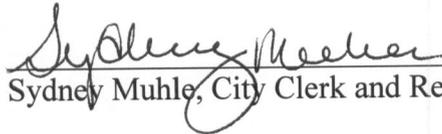
STATE OF ARIZONA)
COUNTY OF MOHAVE)ss:
CITY OF KINGMAN)



CERTIFICATE OF COUNCIL MINUTES

I, Sydney Muhle, City Clerk and Recording Secretary of the City of Kingman, Arizona, hereby certify that the foregoing Minutes are a true and correct copy of the Minutes of the Joint Work Session meeting of the Common Council and the Tourism Development Commission of the City of Kingman held on October 26, 2015.

Dated this 17th day of November, 2015



Sydney Muhle, City Clerk and Recording Secretary

As of 10/23/15
Powerhouse and TDC Fund Balance
(Property Manager Options)

POWERHOUSE FUND (215)	FY16 Adopted Budget	AS IS	KVC Proposal	COK Proposal to KVC
BEGINNING BALANCE	31,937	31,937	31,937	31,937
REVENUES				
Transfers (from General Fund)	100,000	80,000	100,000	XXX
Fees & Charges for Services:				
Rental Fees	35,000	25,000	25,000	25,000
Event Room Fees	0	0	0	0
Other	0	0	0	0
TOTAL REVENUES	135,000	105,000	125,000	XXX
TOTAL FUNDS AVAILABLE	\$166,937	\$136,937	\$156,937	XXX
EXPENDITURES				
Supplies & Services:				
Museum Operations	50,000	50,000	50,000	50,000
Property Management	67,000	0	55,000	XXX
Janitorial & Pest Control	0	19,320	0	0
Janitorial Supplies	0	5,000	0	0
Utilities	17,300	30,145	17,300	0
City and Internal Services:	7,400	7,400	7,400	0
TOTAL EXPENDITURES	141,700	111,865	129,700	XXX
ENDING BALANCE	\$25,237	\$25,072	\$27,237	XXX

TDC FUND	FY16 Adopted Budget	AS IS	KVC Proposal	COK Proposal to KVC
BEGINNING BALANCE	1,217,297	1,217,297	1,217,297	1,217,297
REVENUES				
Room Tax	360,000	360,000	360,000	360,000
TOTAL REVENUES	360,000	360,000	360,000	360,000
TOTAL FUNDS AVAILABLE	\$1,577,297	\$1,577,297	\$1,577,297	\$1,577,297
EXPENDITURES				
Supplies & Services:				
Visitor Center - Advertising	25,000	25,000	0	25,000
Visitor Center - Special Projects	0	0	40,000	0
Powerhouse Operations	205,000	205,000	205,000	205,000
Mohave Historical Society-Bonelli	10,000	10,000	10,000	10,000
Bricks & Mortar	237,500	237,500	237,500	237,500
Best of the West on Route 66	10,000	10,000	10,000	10,000
Byways Grant	70,000	70,000	70,000	70,000
Bluegrass Festival	10,000	10,000	10,000	10,000
4th of July Fireworks	35,000	35,000	35,000	35,000
Contingency	200,000	200,000	200,000	200,000
TOTAL EXPENDITURES	802,500	802,500	817,500	802,500
ENDING BALANCE	\$774,797	\$774,797	\$759,797	\$774,797

As of 10/23/2015
Powerhouse and TDC Fund Balances
 (City of Kingman Operated)

POWERHOUSE FUND (215)	FY16 Adopted Budget	COK Operated
BEGINNING BALANCE	31,937	31,937
REVENUES		
Transfers (from General Fund)	100,000	82,750
Transfers (from TDC Fund)	0	248,250
Fees & Charges for Services:		
Rental Fees	35,000	25,000
Event Room Fees	0	0
Other	0	76,720
TOTAL REVENUES	135,000	432,720
TOTAL FUNDS AVAILABLE	\$166,937	\$464,657
EXPENDITURES		
Personnel Costs	0	180,250
Supplies & Services:		
Museum Operations	50,000	50,000
Property Management	67,000	0
All Other Supplies & Services	17,300	199,039
City and Internal Services:	7,400	10,000
TOTAL EXPENDITURES	141,700	439,289
ENDING BALANCE	\$25,237	\$25,368

TDC FUND	FY16 Adopted Budget	COK Operated
BEGINNING BALANCE	1,217,297	1,217,297
REVENUES		
Room Tax	360,000	360,000
TOTAL REVENUES	360,000	360,000
TOTAL FUNDS AVAILABLE	\$1,577,297	\$1,577,297
EXPENDITURES		
Supplies & Services:		
Visitor Center - Advertising	25,000	25,000
Powerhouse Operations	205,000	248,250
Mohave Historical Society-Bonelli	10,000	10,000
Bricks & Mortar	237,500	237,500
Best of the West on Route 66	10,000	10,000
Byways Grant	70,000	70,000
Bluegrass Festival	10,000	10,000
4th of July Fireworks	35,000	35,000
Contingency	200,000	200,000
TOTAL EXPENDITURES	802,500	845,750
ENDING BALANCE	\$774,797	\$731,547