



<b>TRANSMITTAL MEMORANDUM</b>
-------------------------------

TO: The Honorable Mayor and City Council

FROM: Karl R. Amylon, City Manager

DATE: June 24, 2020

RE: **Authorizing Waiver of Ted Ferry Civic Center Fees – U.S. Census Bureau**

As indicated in the attached correspondence from Recruiting Manager Rachel L. Colvard, the U.S. Census Bureau is requesting that the City waive rental fees for the agency's scheduled use of the Ted Ferry Civic Center for training on July 31, 2020. Civic Center Manager Alice Nelson has advised my office that the rental fees would total \$265.

A motion has been prepared for City Council consideration.

**Motion:** I move the City Council direct the City Manager and Ted Ferry Civic Center Manager to waive fees for the U.S. Census Bureau's use of the facility for training purposes on July 31, 2020.



Memorandum For: City of Ketchikan Alaska

23 June 2020

Subject: Request for Training Space

Hon. Robert Siversten, Mayor and Ketchikan City Councilmembers

334 Front Street

Ketchikan AK 99901

To all who shall see these presents, greetings,

The 2020 Census is planning to have employee training in Ketchikan on Friday, July 31st. This is a reschedule of the originally planned training due to the Covid-19 Pandemic. We have requested the use of the Ted Ferry Convention Center. Tina McPherson has been kind enough to pencil us in for that date. Training will consist of being sworn in, on-boarding paperwork, issuance of devices, and introduction to the online training. We intend to maintain the recommended social distancing with a minimum of 36 sq ft per person. We intend on having no more than 10 people on site at any one time. We need to train around 25 people and intend to do it in three, two-hour sessions. We also encourage masks to be worn but are not requiring it—same as the convention center. We will comply with any health mandates in place at the time of training. We do not intend to allow any food or beverages.

We respectfully request a waiver of all rental fees and costs. Congress authorized an extension to the 2020 Census final report deadline; however, they did not authorize any additional funds for operations. We appreciate your consideration as we all seek to remain fluid in these trying times.

The Decennial Census data allows for \$675 billion dollars of federal funding to be allocated throughout the nation. During the 2010 Census, Alaska was allocated \$3,194,463,262 with funding used towards Pell Grants, Medicaid, Student Loans, Supplemental Nutrition Assistance Program, School Breakfast Programs, Health Care Centers, Title IV-E Foster Care, Community Facilities Loans/Grants, Highway Planning and Construction, Water and Waste Disposal Systems for Rural Communities, Business and Industry Loans, and Head Start to name a few.



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Los Angeles Regional Census Center  
Los Angeles, CA 90013-1048

The data from the 2020 U.S. Census will provide the population count necessary to redraw congressional district lines in the Alaska State Legislature and the number of seats in the U.S. House of Representatives. The data also provides necessary information important to every state, city, and town.

For any questions or more information, our Anchorage, Alaska Office is open M-F, 8:00AM – 4:30PM. You can reach me directly at 844-853-5660 any time or by email.

Rachel L Colvard  
Recruiting Manager  
Anchorage Census Office

## Karl Amylon

---

**From:** Alice Nelson  
**Sent:** Wednesday, June 24, 2020 2:11 PM  
**To:** Karl Amylon  
**Subject:** U.S. Census Training  
**Attachments:** 2020 Census Training Estimate.pdf

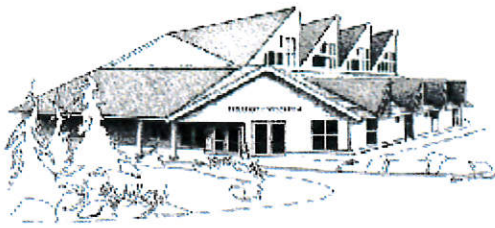
Good Afternoon Karl,

The use of the Civic Center has been requested on July 31<sup>st</sup> 2020 from 8:00AM-4:00PM for the 2020 U.S. Census training. Based on the requirements provided by Rachel Colvard the event fee is estimated to be \$265. This estimate is based on the rental of a single bay and no additional equipment being needed for the event.

Thank you,

*Alice Nelson*

Civic Center Manager  
Ted Ferry Civic Center  
888 Venetia Way  
Ketchikan, AK 99901  
(907)228-5656



## Ted Ferry Civic Center

888 Venetia Avenue, Ketchikan, AK 99901

Phone: 907-228-5655 \* Fax: 907-247-3414

Email: [tfcc@city.ketchikan.ak.us](mailto:tfcc@city.ketchikan.ak.us)

Website: [www.city.ketchikan.ak.us](http://www.city.ketchikan.ak.us)

### Estimate

Invoice# 001098

Tenant..... US Census Bureau - Anchorage  
Billing Address... 222 W 8th Avenue  
Anchorage, AK 99513

Booking Contact.... Rachel Colvard (844) 853-5660  
Email..... [rachel.l.colvard@2020census.gov](mailto:rachel.l.colvard@2020census.gov)  
Alternate Contact... ( ) -  
Email.....

### 2020 Census Training

Date	Description	Rental Start	Event Start	Rental End	Bays/Areas Rented
7/31/2020	Training	8:00 am	8:00 am	4:00 pm	Alava Bay

7/31/2020 Training	Cost Per Item	Quantity	Total Cost
One Bay - Naha/Alava/Neets (8 hrs)	\$265.00	1	\$265.00
	<b>Sub-Total</b>		<b>\$265.00</b>
	<b>Grand Total</b>		<b>\$265.00</b>
	<b>Room Discount</b>		<b>-\$0.00</b>

#### Totals by Category:

Equipment	Food/Beverage	Service/Labor	Permit/Supplies	Room Rental
\$0.00	\$0.00	\$0.00	\$0.00	\$265.00

<b>Grand Total:</b>	<b>\$265.00</b>
<b>Remaining Balance Due:</b>	<b>\$265.00</b>