



<b>TRANSMITTAL MEMORANDUM</b>
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TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: July 13, 2022

RE: **Ketchikan Gateway Borough Tourism Strategy Town Hall Meetings  
Waived Fees**

The City of Ketchikan has received a request from Ketchikan Gateway Borough Planning and Community Development Director Richard Harney to waive the fees for town hall meetings to be held July 20 and 21, 2022 at the Ted Ferry Civic Center in connection with the Borough's Tourism Strategy currently in progress.

As indicated in the attached email request from Mr. Harney, the Ketchikan Gateway Borough is prepared to pay the associated use fees for the Civic Center regardless of the City's decision, which will be made after the events have taken place. While there has been community interest and participation in the Tourism Strategy, free use granted by the City Council may prompt similar requests by other organizations and agencies that have organized events at the Civic Center with a large community appeal or benefit. The use fees for these two events is a maximum of \$2,078.

A motion has been prepared for City Council consideration.

**Motion:** I move the City Council direct the Acting City Manager to take such action regarding the Ketchikan Gateway Borough's request to waive the use fees of the Ted Ferry Civic Center for the July 20 and 21, 2022 Tourism Strategy town hall meetings.

## Lacey Simpson

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**From:** Richard Harney <richardh@kgbak.us>  
**Sent:** Monday, July 11, 2022 10:06 AM  
**To:** Lacey Simpson  
**Cc:** Jeremy Weber  
**Subject:** RE: July 20-21 event

### CAUTION: External Email

This email originated from a source outside the City of Ketchikan. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Lacey, thank you for your time this morning. As we discussed, I am requesting the fee be waived or reduced for the use of the Civic Center on July 20 and 21 for the Tourism Strategy town hall meetings. We will cover the cost of the venue either way but would appreciate the City's consideration of waiving the fee for these public meetings.

The town hall meetings will be conducted on two evenings to accommodate the public's schedules. The meetings will begin by providing information regarding the Tourism Strategy to the participants, followed by an engagement portion to gather information from the public. The consultants will be on-site and conducting the meetings.

Thank you, Lacey for putting this before the City Council.

*W. Richard Harney, CFM*

Director  
Planning and Community Development  
Ketchikan Gateway Borough  
907.228.6634

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**From:** Jeremy Weber <jeremyw@kgbak.us>  
**Sent:** Thursday, July 7, 2022 3:09 PM  
**To:** Richard Harney <richardh@kgbak.us>  
**Subject:** FW: July 20-21 event

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**From:** Tina McPherson <[TinaM@City.Ketchikan.Ak.Us](mailto:TinaM@City.Ketchikan.Ak.Us)>  
**Sent:** Thursday, July 7, 2022 12:49 PM  
**To:** Jeremy Weber <[jeremyw@kgbak.us](mailto:jeremyw@kgbak.us)>  
**Cc:** Alice Nelson <[AliceN@City.Ketchikan.Ak.Us](mailto:AliceN@City.Ketchikan.Ak.Us)>  
**Subject:** July 20-21 event

Hello, Jeremy –

Here are the Use Agreement and Terms and Conditions presented here for your signature in order to confirm your reservation for July 20-21<sup>st</sup>. I have included other forms which may be helpful in the planning process.

You had inquired about Free Use, and protocol indicates that you submit a written request addressed to the City Council. The deadline for submission has already passed to include the dates you have penciled-in at this time, and you have said these are the only dates that would work for your timeline. If you should choose a future date, please inquire as to the deadline date for submission of your request.

Please let me know what you think of the setup diagram, and the equipment/catering supplies listed.

Thank you for contacting us –

Tina

*Tina McPherson*  
Administrative Secretary

Ted Ferry Civic Center  
City of Ketchikan  
888 Venetia Avenue  
Ketchikan, Alaska 99901  
907-228-5655  
[tinam@city.ketchikan.ak.us](mailto:tinam@city.ketchikan.ak.us)