



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

FROM: Lacey G. Simpson, Acting City Manager

DATE: July 26, 2022

RE: **Ketchikan Public Health Center Waived Civic Center Fees**

The City of Ketchikan has received the attached letter from Public Health Nurse Manager Jennifer Bergen requesting that the City waive the fees for the use of the Ted Ferry Civic Center on October 21 and October 22, 2022 for the Ketchikan Public Health Center to conduct an emergency preparedness exercise by providing a flu and COVID vaccine clinic for the community. The use fees for this event would be approximately \$1,745 under current rate structures.

Based on City Council action taken at the July 21, 2022 meeting with respect to waiving the fees associated with the Ketchikan Gateway Borough's Tourism Strategy town hall meetings, the below motion has been prepared for City Council consideration.

**Motion:** I move the City Council direct the Acting City Manager to waive the fees associated with use of the Ted Ferry Civic Center for the Public Health Center's October 21 and 22, 2022 emergency preparedness exercise and vaccine clinic.



THE STATE  
of ALASKA  
GOVERNOR MIKE DUNLEAVY

## Department of Health

DIVISION OF PUBLIC HEALTH  
Ketchikan Public Health Center

605 Gateway Court  
Ketchikan, Alaska 99901  
Main: 907.225.4350  
Fax: 907.247.0978

July 19, 2022

Ketchikan City Council,

The Ketchikan Public Health Center would like to request "free use" of the Ted Ferry Civic Center on October 21<sup>st</sup> 3-4PM and October 22<sup>nd</sup> 9-5PM to conduct an emergency preparedness exercise using Ketchikan's point of dispensing plan. As you may be aware, the Ketchikan point of dispensing plan was updated during the Covid-19 pandemic, and the location was changed from the Ketchikan High School to the Ted Ferry Civic Center. Logistically the Ted Ferry fits the needs of the dispensing plan better, it is more ADA accessible, and the clinic flow is more manageable, making it the ideal location.

The point of dispensing plan covers the City of Ketchikan, Ketchikan Gateway Borough, and Saxman as a response plan to an infectious disease outbreak or bioterrorist attack, where vaccine or medication is needing to be urgently distributed to the population in a short amount of time. This plan has been a tremendous help during the Covid-19 pandemic, getting vaccine out to the community.

Conducting an annual POD exercise is extremely important to ensure that it runs smoothly in the event of an emergency and is also helpful for removing access issues for individuals wanting a flu vaccine or Covid vaccine. We typically always practice the POD plan with an infectious disease scenario, so we can administer free vaccine to the community. The continuation of utilizing the Ted Ferry Civic Center for the Ketchikan point of dispensing plan benefits the entire island, there for we are asking for "free use" of the facility. Please let me know if you have additional questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jennifer Bergen".

Jennifer Bergen, RN, BSN, CPN

Public Health Nurse Manager

July 21, 2022

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

Moved by Zenge, seconded by Kistler 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.

Acting City Manager Simpson answered questions from the Council.

Moved by Gass, seconded by Mahtani to amend the main motion to charge 50% of the use fees for the Ted Ferry Civic Center for this event.

Motion to amend failed with Kistler, Mahtani, Gass voting yea; Bradberry, Gage, Zenge and Kiffer voting nay; Flora absent.

Acting City Manager Simpson said she has discussed with the Civic Center Manager the need to restructure the rates for the use of the Civic Center. She said if the Council wants to give governmental agencies a discount, she would suggest that be a request as a future agenda item.

Moved by Bradberry to amend the main motion to charge 30% of the use fees for the Ted Ferry Civic Center for this event. Councilmember Bradberry withdrew her motion to amend.

Moved by Bradberry, seconded by Mahtani to amend to motion to waive the use fees of the Ted Ferry Civic Center for the July 20 and 21, 2022 Tourism Strategy town hall meetings.

Motion to amend passed with Zenge, Mahtani, Gage and Bradberry voting yea; Gass and Kistler voting nay; Flora absent.

Mayor Kiffer stated direction was given to staff and the amendment would serve as approval of the main motion.

**Selection of City Manager/General Manager for the City of Ketchikan**

By report of the Acting City Manager, this item was withdrawn. No objections were heard by the Council.

**APPROVAL OF VOUCHERS**

Mayor Kiffer passed the gavel to Councilmember Kistler.

Moved by Zenge, seconded by Bradberry for the approval of vouchers to Parnassus Books in the amount of \$62.88.

Motion passed with Gass, Gage, Zenge, Bradberry, Mahtani and Kistler voting yea; Flora absent.

Councilmember Kistler passed the gavel back to Mayor Kiffer.