


TRANSMITTAL MEMORANDUM

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TO: The Honorable Mayor & City Council

FROM: Delilah A. Walsh, City Manager Initials: 


DATE: May 21, 2024 File #: MGR24-358

RE: **Report of Significant Activities for the Month of April 2024 – Office of the City Attorney**

The attached report was prepared by City Attorney Mitch Seaver, who requested that it be placed before the City Council for consideration at its meeting of June 6, 2024. Should the City Council have any questions and/or concerns, staff will attempt to respond accordingly.

MEMORANDUM

TO: Mayor Kiffer
Members of the City Council
Delilah Walsh, City Manager

FROM:  Mitch Seaver
City Attorney

RE: Activity Report - April 2024

DATE: May 21, 2024

This memorandum will report to you the more significant developments in this office during the month of April 2024. This report does not address all of the activities of this office during this time period.

CONTRACTS, EASEMENTS, LEASES, DEEDS and LIENS

- (1) Document review and correspondence from Port & Harbors regarding easement issue;
- (2) Review agreement regarding medical director for fire station; teleconference with outside counsel regarding same;
- (3) Review AKEELA property transaction documents; conference with City Manager regarding property issues;
- (4) Document review/drafting regarding corrective deed;
- (5) Review documents and correspondence regarding assignment of tidelands lease;
- (6) Document review regarding easement issue; conference with City staff regarding same; Teleconference with former Public Works Director regarding easement issue
- (7) Review Dispatch Services agreement; conference with City Manager regarding same.

PERSONNEL

- (1) Multiple conferences with Human Resources Manager and Safety Coordinator regarding personnel matters;
- (2) Drafting regarding possible grievance settlement;
- (3) Review correspondence regarding personnel issues; conference with Human Resources Manager regarding same; document review.

CLAIMS

- (1) Review various claims for damages. Initiate and organize investigation of claims.

CRIMINAL/TRAFFIC/DISTRICT COURT MATTERS

- (1) Appear for District Court arraignments, Calendar Calls, and various hearings. Review and provide discovery materials for cases set for trials;
- (2) Conference with Deputy Chief regarding District Court case.

OTHER

- (1) Conference with Assistant City Manager regarding insurance requirements;
- (2) Review authorities regarding library issues;
- (3) Conference with Tourism Manager regarding Port allocation contract, tourist impact fees and solicitation of passengers by public vehicles;
- (4) Teleconference with Council Member regarding tourism fees;
- (5) Conference with Controller regarding purchase order issue; teleconference with former Public Works Director regarding same;
- (6) Review correspondence and Code regarding vehicle impoundment;
- (7) Review correspondence, teleconference with City Manager regarding solid waste fee;

- (8) Teleconference with Council Member regarding candidate requirements and residency;
- (9) Review email regarding cost allocation study; conference with Assistant City Manager regarding same;
- (10) Teleconference with requestor regarding public records request; review video, audio and reports; conference with Deputy Chief; teleconference with State prosecutor regarding same;
- (11) Review correspondence and teleconferences with Borough Attorney and City Manager regarding South Tongass Fire Station issues;
- (12) Teleconference with City Manager regarding firearms regulation; review statutes;
- (13) File review regarding grant application risk assessment questionnaire;
- (14) Teleconference with Acting Public Works Director regarding Department of Transportation permit issues;
- (15) Teleconference with Council Member regarding homeless shelter issues;
- (16) Document review and email correspondence regarding Valley Court improvements; teleconference with Electric Division Manager regarding same; teleconference with attorney regarding same; teleconference with Public Works regarding paving project.