




City Manager/General Manager | 334 Front Street, Ketchikan AK 99901 | (907)228-5603

TRANSMITTAL MEMORANDUM

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TO:	The Honorable Mayor & City Council	Initials:	
FROM:	Lacey G. Simpson, Acting City Manager	File #:	MGR25-256
DATE:	April 18, 2025	Mtg. #:	05/01/25 ARa
RE:	<b>Office of the City Attorney – March 2025 Activity Report</b>		

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The attached March 2025 activity report was prepared by City Attorney Mitch Seaver, who requested that it be placed before the City Council for consideration at its meeting of May 1, 2025.

Should the City Council have any questions and/or concerns, staff will attempt to respond accordingly.

**Mitch Seaver**  
City Attorney


City of Ketchikan, Alaska

334 FRONT STREET  
Ketchikan, Alaska 99901  
Telephone (907) 228-5611

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## MEMORANDUM

**TO:** Mayor Sivertsen  
Members of the City Council  
Lacey Simpson, Acting City Manager

**FROM:**  Mitch Seaver  
City Attorney

**RE:** Activity Report - March 2025

**DATE:** April 15, 2025

This memorandum will report to you the more significant developments in this office during the month of March 2025. 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 regarding food vendor appeals; research; multiple conferences with Assistant City Manager regarding food vendor; email correspondence regarding same; conference with Tourism Director and Assistant City Manager regarding food vendor leases;
- (2) Review email correspondence regarding sidewalk easement, review email from Public Works Director regarding same; conference with Assistant City Manager regarding same; document review and drafting regarding sidewalk easement correspondence; teleconference with property owner's attorney regarding same; drafting regarding easement memorandum and email to property owner's attorney;
- (3) Review revisions to dock vendor leases; drafting regarding dock vendor lease revisions, email correspondence regarding same; conference with Assistant City Manager;
- (4) Email correspondence and teleconference with Acting City Manager regarding VFW lease;

- (5) Document review and drafting regarding tidelands lease amendment and assignment;
- (6) Review draft consulting contract, email to Fire Chief regarding same; document review, teleconference with Fire Chief and Acting City Manager regarding same;
- (7) Review Borough storm drain easement;
- (8) Conference with Finance Director regarding tidelands leases.

#### CLAIMS

- (1) Review various claims for damages. Initiate and organize investigation of claims;
- (2) Document review and correspondence with Claims Manager regarding potential claim.

#### 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.

#### ORDINANCES

- (1) Conference with Assistant City Manager regarding Charter amendments; conference with City Staff regarding same.

#### PERSONNEL

- (1) Multiple conferences with Human Resources Manager regarding personnel matters.

#### OTHER

- (1) Document review, research, multiple conferences with Acting Manager and Finance Director regarding billing issue;
- (2) Teleconference with Electric Operation Manager regarding license requirement;
- (3) Review email from Port Director regarding yacht club; document review and drafting;

- (4) Teleconference with Port Director regarding harbor issues;
- (5) Teleconference with Acting City Manager regarding Berth IV issues; conference with City Staff regarding same.