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| TRANSMITTAL MEMORANDUM |
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TO: The Honorable Mayor and City Council

FROM: Karl R. Amylon, City Manager

DATE: January 12, 2021

RE: **Report of Significant Activities for the Month of December 2020 –
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 January 21, 2021. Attorney Seaver will attend the City Council meeting, in order to address any questions and/or concerns that Councilmembers may have.

MEMORANDUM

TO: Mayor Sivertsen
Members of the City Council
Karl Amylon, City Manager

FROM:  Mitch Seaver
City Attorney

RE: Activity Report - December 2020

DATE: January 11, 2021

This memorandum will report to you the more significant developments in this office during the month of December 2020. This report does not address all of the activities of this office during this time period.

CONTRACTS, EASEMENTS, LEASES, DEEDS and LIENS

- (1) Review City draft of proposed hospital lease; conferences regarding same;
- (2) Further review of draft joint pole use agreement; teleconference with Electric Operations Manager and Assistant City Manager regarding same;
- (3) Review and correspondence regarding Chamber of Commerce agreement;
- (4) Review draft Bailey piston replacement agreement; email to Electric Operations Manager regarding same;
- (5) Review email and teleconference with Executive Assistant to City Manager regarding community grant agreement template; drafting regarding revisions to same;
- (6) Review deed for Ketchikan Public Utilities property; email correspondence with Asst Telephone Division Manager; teleconference with Borough Attorney regarding same;
- (7) Review and reply to counsel for City of Saxman regarding moorage agreement.

ORDINANCES

- (1) Drafting/research regarding passenger fee ordinance; Teleconference with counsel regarding passenger fee ordinance;
- (2) Teleconference with City Clerk regarding conflict of interest ordinance; review existing code; research regarding same; teleconference with City Clerk and Councilmember regarding Ethics Code; teleconference with Borough Attorney regarding Borough Ethics Code;
- (3) Teleconference with outside counsel regarding port fees;
- (4) Prepare ordinance amendment regarding Port & Harbors advisory board meetings;
- (5) Teleconference with Acting Port Director regarding Port COVID surcharge; teleconference with Deputy Clerk regarding prior ordinances.

PERSONNEL

- (1) Conferences with Human Resources Manager regarding personnel issues;
- (2) Teleconference with Public Works Director regarding personnel issue; review personnel file regarding same.

CLAIMS

- (1) Review various claims for damages. Initiate and organize investigation of claims;
- (2) Teleconference with Council member regarding claim against City; office conference with City Manager regarding same.

CRIMINAL/TRAFFIC MATTERS

- (1) Appear for District Court arraignments, Calendar Calls, and various hearings. Review and provide discovery materials for cases set for trials;
- (2) Teleconference with Officers regarding minor violation trial and related issues;
- (3) Correspondence with District Attorney's office regarding criminal matter.

OTHER

- (1) Teleconference with Finance Department regarding tax foreclosed property;
- (2) Research regarding Port issues; teleconference with Borough Attorney regarding same; review correspondence regarding port authority;
- (3) Review State Attorney General letter regarding municipal disaster powers;
- (4) Research and drafting Port Director memorandum; teleconference with City Manager regarding same;
- (5) Review correspondence and documents regarding AKEELA property; research; teleconference, prepare memo to City Manager regarding same;
- (6) Teleconference with outside counsel regarding discovery responses; review draft discovery responses;
- (7) Teleconference with Acting Port & Harbors Director; review code regarding advisory board;
- (8) Teleconference with citizen regarding health care concerns; conference with City Manager regarding same and pending matters;
- (9) Teleconference with Public Works Director regarding winter snow closures;
- (10) Email correspondence with Ketchikan Public Utilities regarding records request;
- (11) Review police reports and body cam footage for release; teleconference with Chief of Police;
- (12) Review and reply to Finance Director email regarding purchase cancellation;
- (13) Teleconference with Public Works Director regarding fire hall claims issue;
- (14) Teleconference with Borough Attorney regarding property tax issue.

COVID-19

- (1) Standing EOC teleconferences;
- (2) Teleconference with Borough Attorney regarding COVID issues;
- (3) Teleconference with Assistant City Manager and research regarding COVID testing issue; review COVID plan; email correspondence regarding same;

- (4) Document review and email Assistant City Manager regarding CARES Act individual relief program;
- (5) First Judicial District Bench/Bar meeting regarding COVID;
- (6) Research/ drafting regarding vaccination memorandum to City Manager;
- (7) Municipal attorney video conference regarding COVID and other issues;
- (8) Review EEOC guidance and FDA fact sheet regarding COVID vaccine; email correspondence regarding same;

CARES Act

- (1) Teleconference with Assistant City Manager regarding CARES Act funding; review federal guidance regarding same;
- (2) Review Finance Director's memorandum regarding CARES Act funding; teleconference with Finance Director; draft CARES Act motion and resolution.