



TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Karl R. Amylon, City Manager

DATE: March 19, 2021

RE: **Report of Significant Activities for the Month of January 2021 –
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 April 1, 2021. Attorney Seaver will attend the City Council meeting, in order to address any questions and/or concerns that Councilmembers may have.

Mitch Seaver


City Attorney

City of Ketchikan, Alaska

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MEMORANDUM

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

FROM:  Mitch Seaver
City Attorney

RE: Activity Report - January 2021

DATE: March 18, 2021

This memorandum will report to you the more significant developments in this office during the month of January 2021. 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) Email correspondence with Assistant Telephone Division Manager regarding Ward Cove Space & Power agreement;
- (3) Conference with Manager and Assistant Manager regarding subsea cable services; teleconference with Telephone Division Manager and Assistant Telephone Division Manager regarding same;
- (4) Document review regarding State Department of Transportation trestles project funding issues; teleconference with Public Works Director; office conference with Finance Director regarding same;
- (5) Review email from Finance director regarding Berth IV lease; review lease; review draft letter; conference review/revise draft letter to legislators;
- (6) Review and reply to Electric Division Manager regarding tree trimming contract.

ORDINANCES

- (1) Drafting regarding COVID port surcharge ordinance and port fees ordinance; correspondence & multiple teleconferences with City Manager, Assistant City Manager & outside counsel regarding same; review Acting Port Director comments of draft; teleconference with Port Director and City Manager;
- (2) Review draft tourism committee ordinance; teleconference with City Clerk regarding same;
- (3) Drafting regarding ethics ordinance;
- (4) Drafting regarding ordinance to extend COVID emergency ordinance and memorandum.

PERSONNEL

- (1) Conferences with Human Resources Manager regarding personnel matters;
- (2) Multiple conferences with Human Resources Manager regarding personnel issue, email to IBEW regarding same.

CLAIMS

- (1) Review various claims for damages. Initiate and organize investigation of claims;
- (2) Email to Chief of Police regarding claim;
- (3) Teleconference with Water Division Manager and Assistant Water Division Manager regarding claim; prepare memorandum to Council regarding claim;
- (4) Teleconference with Mayor regarding claim;
- (5) Teleconference with Finance Director regarding claim;
- (6) Email correspondence with Claims Manager regarding pending matters;
- (7) Teleconference with District Attorney regarding warrant issue; review warrant affidavit; teleconference with officer 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) Review and reply to defense counsel email regarding criminal case.

OTHER

- (1) Teleconference with Kenai City Attorney regarding state prosecution costs and other municipal issues; review Kenai letter regarding municipalities & State prosecution costs; teleconference with City Manager regarding same; email to Deputy Attorney General;
- (2) Teleconference with Assistant Water Division Manager regarding bid issue;
- (3) Teleconference with Public Works Director regarding fire hall door issue; teleconference with contractor's attorney regarding same;
- (4) Email with City Manager regarding tourism committee;
- (5) Review correspondence regarding Museum tours; teleconference with Assistant City Manager regarding same;
- (6) Review & reply to Council member email regarding Port Director and use of Port funds;
- (7) Complete employee yearly evaluation;
- (8) Multiple teleconference with City Manager, Chief of Police and Assistant City Manager regarding creek incident, video review; document review; correspondence regarding same; draft memorandum;
- (9) Teleconference with Finance Director regarding procurement issues;
- (10) Teleconference with Public Works Director regarding Petro Marine issue and other pending matters; office conference with Assistant City Manager; document review and research; draft letter regarding Crowley/Petro transaction;
- (11) Teleconference with Electric Operations Manager regarding Cambria subdivision street lighting; email counsel regarding same; review correspondence regarding Cambria subdivision improvements;
- (12) Review notice regarding Medicaid class action & forward to Finance Director;
- (13) Review correspondence and teleconference with acting Fire Chief regarding information request; research same.

COVID-19

- (1) Standing EOC teleconferences;
- (2) Conference with Assistant City Manager regarding extending COVID family sick leave;
- (3) Conference with Assistant City Manager regarding vaccination issues; research regarding same.