



TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Karl R. Amylon, City Manager

DATE: April 23, 2021

RE: **Report of Significant Activities for the Month of March 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 May 6, 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 - March 2021

DATE: April 22, 2021

This memorandum will report to you the more significant developments in this office during the month of March 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 draft KPU/SpaceX agreement; video conference with Assistant Telephone Division Manager and SpaceX staff regarding license agreement; work on revisions; teleconference with Assistant Telephone Division Manager regarding same; multiple communications regarding revisions;
- (2) Review email and documents from Electric Operations Manager regard Bailey #3 rebuild contract; research; teleconference with Assistant Electric Manager regarding same;
- (3) Multiple teleconferences and correspondence with Assistant Telephone Division Manager regarding multiple agreements.

ORDINANCES

- (1) Research and work on ethics code revisions; video conference with Clerk and Councilmember regarding same; multiple teleconferences with Clerk regarding same.

PERSONNEL

- (1) Conferences with Human Resources Manager regarding personnel matters;
- (2) Arbitration hearing preparation; hearing on personnel matter; draft and review of arbitration brief;
- (3) Research and drafting regarding personnel matter.

CLAIMS

- (1) Review various claims for damages. Initiate and organize investigation of claims;
- (2) Teleconference with Electric System Engineering Manager regarding KPU claims;
- (3) Review claims against the city; review and reply to Finance Director regarding outstanding claims.

CRIMINAL/TRAFFIC MATTERS

- (1) Appear for District Court arraignments, Calendar Calls, and various hearings. Review and provide discovery materials for cases set for trials.

OTHER

- (1) Teleconference with Mayor regarding cruise ship issues; teleconference with Assistant City Manager regarding same;
- (2) Review draft answer to complaint; teleconference with outside counsel regarding same;
- (3) Office conference with Police Chief regarding pending matters;
- (4) Conference with Mayor and Assistant City Manager regarding pending issues and port matters;
- (5) Teleconference with Borough Attorney regarding remote sales tax code revision; research;

- (6) Teleconference with Assistant City Manager regarding fire code requirements for vacant structures;
- (7) Video conference regarding hospital lease/Title 47 issues; review KPD policies regarding same;
- (8) Conference with manager and Assistant City Manager regarding water treatment/DEC;
- (9) Research regarding public records request; document review; teleconference with KPD Officer regarding same;
- (10) Review and reply to Civic Center Manager email regarding agreement with State Fish and Game;
- (11) Review Ketchikan Municipal Code regarding water rates; email to Assistant Manager regarding same;
- (12) Teleconference with Assistant Telephone Division Manager and Finance Director regarding insurance issues;
- (13) Teleconference with Clerk regarding public records request;
- (14) Office conference with City Manager regarding possible sale of Civic Center; review archived files regarding grant; email correspondence with Mayor and Finance Director regarding same; work on disposition memorandum;
- (15) Review & reply to Assistant Water Division Manager regarding surface water issue;
- (16) Teleconference with Assistant City Manager regarding dock vendor leases.

COVID-19

- (1) Standing EOC teleconferences;
- (2) Review email correspondence and research regarding COVID-19 utility payment moratorium.