



TRANSMITTAL MEMORANDUM
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TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: December 7, 2021

RE: **Report of Significant Activities for the Month of November 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 December 16, 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


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

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**MEMORANDUM**

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

**FROM:**  Mitch Seaver  
City Attorney

**RE:** Activity Report - November 2021

**DATE:** December 6, 2021

This memorandum will report to you the more significant developments in this office during the month of November 2021. This report does not address all of the activities of this office during this time period.

CONTRACTS, EASEMENTS, LEASES, DEEDS and LIENS

- (1) Memorandum to Borough Attorney regarding Schoenbar trail easement issue; teleconference with Borough Attorney regarding same;
- (2) Teleconference with Public Works Director, Acting Manager and tenant regarding tidelands leases; review memorandum and correspondence from Public Works Director regarding tidelands leases; teleconference with regarding same;
- (3) Review Memorandum of Understanding with Ketchikan Indian Corporation regarding fire detector program;
- (4) Email with Electric System Engineering Manager regarding easement issue;
- (5) Research and teleconference with Acting Manager regarding subsea cable damage issues; teleconference with Assistant Telephone Division Manager regarding same;
- (6) Document review; email correspondence with Assistant Telephone Division Manager regarding Verizon agreement amendment.

### PERSONNEL

- (1) Multiple conferences with Human Resources Manager and Safety Coordinator regarding personnel matters;
- (2) Review and reply to department head regarding personnel matter.

### CLAIMS

- (1) Review various claims for damages. Initiate and organize investigation of claims.
- (2) Review correspondence regarding potential claim against Ketchikan Public Utilities.

### 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) Teleconference and email correspondence with defense counsel regarding criminal cases.

### ORDINANCES

- (1) Drafting regarding snowmachine/all purpose vehicle ordinance;
- (2) Document review; teleconference with Public Works Director regarding tidelands lease ordinance;
- (3) Research and drafting regarding camping ordinance; teleconference with Acting Chief of Police regarding same.

### OTHER

- (1) Research regarding federal vaccine requirements; teleconference with Borough Attorney regarding same; document review and research; conference with staff regarding same;

- (2) Review correspondence and 5<sup>th</sup> Circuit decision regarding federal vaccine mandate; teleconference with Borough Attorney regarding same;
- (3) Review correspondence, deposition summary and exhibits from outside counsel regarding discovery responses;
- (4) Teleconference with Public Works Director regarding hospital project;
- (5) Review email from Councilmember regarding abandoned vehicles; teleconference with Acting Chief of Police regarding same;
- (6) Video conference with City and Borough staff and Public Health regarding COVID-19 concerns;
- (7) Review draft memorandum and conference with Acting Manager and Finance Director regarding purchase of additional internet capacity;
- (8) Teleconference with Councilmember regarding port matters;
- (9) Research, email and teleconferences with Acting Port Director regarding marine insurance; video conference with insurance broker and marine carrier regarding insurances issues;
- (10) Conference with Finance Director regarding property insurance.