



TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager


DATE: July 25, 2022

RE: **Report of Significant Activities for the Month of June 2022 – 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 August 4, 2022. Attorney Seaver will attend the City Council meeting, in order to address any questions and/or concerns that Councilmembers may have.

MEMORANDUM

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

FROM:  Mitch Seaver
City Attorney

RE: Activity Report - June 2022

DATE: July 22, 2022

This memorandum will report to you the more significant developments in this office during the month of June 2022. This report does not address all of the activities of this office during this time period.

CONTRACTS, EASEMENTS, LEASES, DEEDS and LIENS

- (1) Conference with Fire Chief regarding procurement issue;
- (2) Review online testing agreement documents; email to Fire Chief regarding same;
- (3) Review and reply to Wastewater Director emails regarding procurement issues; research and drafting regarding activity liability release.

PERSONNEL

- (1) Multiple conferences with Human Resources Manager and Safety Coordinator regarding personnel matters;
- (2) Conference with Police Chief regarding department reserve personnel.

CLAIMS

- (1) Review various claims for damages. Initiate and organize investigation of claims;
- (2) Conference with Finance Director regarding claim against City.

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) Conference with Police Chief regarding sidewalk solicitation ordinance; teleconference with Police Chief regarding sidewalk solicitations; review Code regarding same; office conference with Police Chief regarding same;
- (3) Teleconference with Police Chief regarding negligent driving;
- (4) Review criminal case file and video; research.

ORDINANCES

- (1) Conference with City Clerk regarding term limits; conference with City Clerk regarding amendments to term limits; review draft term limits ordinance and resolution; conference with Deputy Clerk regarding same;
- (2) Conference with City Clerk and Acting City Manager regarding ordinance request;
- (3) Drafting PATH/Bawden Street donation resolution; correspondence and teleconferences with Acting City Manager and Public Works Director regarding same.

OTHER

- (1) Multiple teleconferences with Public Works Director regarding property sale;
- (2) Conference with Acting City Manager and Port staff regarding port access and dock vendor issues;
- (3) Research and prepare email to Council members regarding Open Meeting Act issues;

- (4) Conference with Public Works Director regarding subdivision plat;
- (5) Conference with Acting Manager and Ketchikan Police Department regarding residential parking permit issues;
- (6) Review and reply to Acting City Manager regarding procurement and Charter amendment;
- (7) Teleconference with Librarian; document review; research and drafting regarding library usage memorandum; legal research and drafting regarding library usage memorandum;
- (8) Teleconference with Port Director regarding incident on port;
- (9) Teleconference with Executive Director of the PATH project; teleconference with Acting City Manager regarding same; office conference with Public Works Director regarding Bawden Street/homeless shelter; reviewreview amendments to PATH resolution;
- (10) Document review and voice messages to United States Forest Service and Bureau of Land Management regarding watershed protection plan; teleconference with BLM regarding same; review materials from BLM; email correspondence to Water Division regarding Watershed protection plan; research;
- (11) Teleconference with Fire Chief regarding HIPAA issue;
- (12) Teleconference with Vice Mayor regarding upcoming agenda/meeting;
- (13) Document review and research regarding social media issues; teleconference with Library Director and office conference with Acting Manager regarding same;
- (14) Teleconference with Acting City Manager regarding control of City parking lots.