



TRANSMITTAL MEMORANDUM
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TO: The Honorable Mayor and City Council

FROM: Lacey G. Simpson, Acting City Manager

DATE: September 15, 2022

RE: **Report of Significant Activities for the Month of August 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 October 6, 2022. 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 Kiffer  
Members of the City Council  
Lacey Simpson, Acting City Manager

**FROM:**  Mitch Seaver  
City Attorney

**RE:** Activity Report - August 2022

**DATE:** September 12, 2022

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

### CONTRACTS, EASEMENTS, LEASES, DEEDS and LIENS

- (1) Teleconference with citizen regarding sewer easement issue;
- (2) Review draft cyber security agreements; teleconference with Assistant Telephone Division Manager;
- (3) Correspondence and teleconference with Police Chief, Deputy Police Chief and City Clerk regarding non-payee status/citation agreement with the Alaska Court System; document review regarding non-payee status for City violations;
- (4) Email to Acting City Manager regarding attorney contract;
- (5) Teleconference with representative of Alaska Power Systems and Supply regarding 632 Park Avenue; review lease; teleconference with Public Works Director; office conference with Acting Manager regarding same;
- (6) Review draft Ketchikan Public Utilities/Metlakatla Power and Light regarding power sales agreement; teleconference with Acting Electric Division Manager regarding same;

- (7) Review draft Ketchikan Public Utilities/ AT&T agreement; teleconference with Assistant Telephone Division Manager regarding same;
- (8) Document review and conference with City Clerk regarding voting machine lease.

#### PERSONNEL

- (1) Multiple conferences with Human Resources Manager and Safety Coordinator regarding personnel matters;
- (2) Office with Human Resources Manager regarding Workers compensation issue;
- (3) Review public records correspondence and personnel rules.

#### CLAIMS

- (1) Review various claims for damages. Initiate and organize investigation of claims.

#### 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 with defense counsel regarding criminal case;
- (3) Teleconference with Court regarding minor violation case; review email with Court regarding minor violation case; reply to Court System.

#### ORDINANCES

- (1) Drafting regarding amendment to seasonal sales tax ordinance; conference with Finance Department regarding same;
- (2) Review email from Court System regarding minor violation ordinances; conference with Police Chief regarding same; reply to Court System email;

- (3) Research regarding Councilmember compensation issue; conference with City Clerk regarding same; drafting Council compensation ordinance; email correspondence with Acting Manager regarding same; conference with City Clerk regarding same;
- (4) Review correspondence from Assistant Water Division Manager regarding compliance engine ordinance; drafting ordinance; teleconference with Fire Chief and Fire Marshal regarding compliance engine ordinance; email to Assistant Water Division Manager regarding same;
- (5) Draft amendments to plumbing code and fire code ordinance; correspondence regarding same; document review;
- (6) Drafting regarding USDA grant resolution and City Clerk certificate.

#### OTHER

- (1) Research and correspondence regarding watershed protection plan; teleconference with Assistant Water Division Manager; document review; prepare correspondence with United States Forest Service regarding watershed protection plan; document review and drafting regarding letter to Borough Attorney regarding extra-territorial jurisdiction; conference with Acting City Manager regarding same;
- (2) Review correspondence regarding street light issue; conference with Acting Electric Manager and Acting City Manager regarding street light issue; research regarding same;
- (3) Review email and resolution from Finance Director regarding emergency medical service fund; review State regulation; teleconference with Finance Director regarding same;
- (4) Review public records request from State Attorney General; teleconference with Assistant Telephone Division Manager regarding same;
- (5) Review and reply to Acting City Manager regarding library proposition and municipal contributions; conference with Acting City Manager regarding same;
- (6) Conference with Ketchikan Police Department regarding vehicle forfeiture; work on pleadings for vehicle forfeiture;



- (7) Review dock vendor suspension letter; conference with Acting City Manager regarding dock vendor lease issues;
- (8) Reply to Fire Chief regarding Code enforcement;
- (9) Research regarding Councilmember compensation/expense allowance;
- (10) Teleconference with Borough Attorney regarding seasonal sales tax implementation and proposed second sales tax holiday;
- (11) Review correspondence/memos regarding KPU grant funding;
- (12) Review code regarding council candidate withdrawal; conference with Clerk regarding same.