


TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor & City Council

FROM: Delilah A. Walsh, City Manager Initials: 

DATE: December 28, 2022 File #: MGR22-092

RE: **Report of Significant Activities for the Month of November 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 January 5, 2023. 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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Ketchikan, Alaska 99901
Telephone (907) 228-5611

MEMORANDUM

TO: Mayor Kiffer
Members of the City Council
Delilah Walsh, City Manager

FROM:  Mitch Seaver
City Attorney

RE: Activity Report - November 2022

DATE: December 12, 2022

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

CONTRACTS, EASEMENTS, LEASES, DEEDS and LIENS

- (1) Review correspondence and teleconference with Port Director regarding dock vendor leases; review draft dock vendor lease agreement; work on dock vendor lease agreement; review draft dock vendor lottery rules;
- (2) Review email from Public Works Director regarding United States Forest Service bunkhouse lease and tidelands; teleconference with Public Works Director regarding same;
- (3) Review correspondence and teleconference with Museum Director; document review and drafting regarding Tongass Historical Society Memorandum of Agreement;
- (4) Teleconference with Public Works Director regarding sewer easement;
- (5) Review email correspondence and contract documents regarding Fire Department and Port Department elevator service agreements; Teleconference with Finance Director regarding same;
- (6) Review email from Deputy Clerk regarding cemetery issue; review cemetery maintenance contract;

- (7) Review draft FCC Alaska Plan declaration; teleconference with Telecommunications Manager regarding same.

PERSONNEL

- (1) Multiple conferences with Human Resources Manager and Safety Coordinator regarding personnel matters;
- (2) Conference with Human Resources Manager and Assistant Manager regarding personnel issue; research regarding same.

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) Review email from District Attorney regarding police reports;
- (3) Research regarding vehicle forfeiture issue;
- (4) Review email from officer and police reports regarding criminal matter.

ORDINANCES

- (1) Conference with City Manager regarding dock vendor ordinance amendment.

OTHER

- (1) Research regarding American with Disabilities Act (ADA) issue; conference with Human Resources Manager regarding policy; email to City Manager and Assistant City Manager regarding same; review draft ADA policy, research same; draft ADA letter; conference with City Manager regarding same;

- (2) Review correspondence regarding United States Department of Agriculture grant;
- (3) Review and reply to Port Director regarding advisory board liability question;
- (4) Conference with Borough Attorney regarding sales tax issue; research; teleconference with City Manager regarding same; review email and teleconference with Borough Attorney regarding same; teleconference with Finance Director regarding sales tax issue;
- (5) Conference with City Clerk regarding conflict of interest question; teleconference with Councilmember regarding conflict of interest issues; conference with City Manager regarding same;
- (6) Work on letter to United States Forest Service regarding watershed protection plan; research and drafting regarding watershed protection plan issues;
- (7) Teleconference with realtor regarding tidelands lease;
- (8) Review email from Public Works Director regarding Cambria West subdivision improvements; teleconference with Public Works Director regarding same; conference with City Manager regarding same;
- (9) Budget review; teleconference with Assistant City Manager regarding same; attend budget meeting;
- (10) Teleconference with Borough Attorney regarding municipal issues;
- (11) Teleconference with City Manager regarding CLIA executive session; teleconference and email to Ketchikan Daily News regarding same.