



City Manager  
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TRANSMITTAL MEMORANDUM
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TO: The Honorable Mayor and City Council

FROM: Karl R. Amylon, City Manager

DATE: February 25, 2020

RE: **Report of Significant Activities for the Month of January 2020 –  
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 March 5, 2020.

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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 - January 2020

**DATE:** February 21, 2020

This memorandum will report to you the more significant developments in this office during the months of January 2020. 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 Assistant City Manager regarding public defender contract; teleconference with insurance company regarding same; drafting regarding contract;
- (2) Review bonds and statutory requirements for undersea cable project; teleconference with Assistant Telephone Division Manager; document review; teleconference with contractor and surety representatives regarding bond issues; draft revisions;
- (3) Review email from SMCS Division Manager regarding KIC Memorandum of Understanding regarding language;
- (4) Multiple teleconferences with Assistant Water Division Manager regarding professional services contract; document review;
- (5) Review correspondence and proposed easement in Cambria subdivision; multiple teleconferences with Public Works Director regarding driveway easement and plat;

- (6) Multiple teleconferences with Assistant City Manager regarding Port RFP issues;
- (7) Review correspondence from attorney regarding Berth IV lease and Port RFP; Multiple conferences with City Manager and Assistant City Manager regarding Port RFP issues; prepare executive session motion; begin review of proposals; draft letter to proponent regarding confidentiality.

### ORDINANCES

- (1) Review email from Court System regarding citations, Court rule etc; work on ordinance regarding non-payee status for minor offense; prepare email to Court System regarding same;
- (2) Conference with City Manager regarding Council meeting time ordinance.

### PERSONNEL

- (1) Conferences with Human Resources Manager and various department heads regarding several personnel issues;
- (2) Review memorandum and documents from Human Resources Manager regarding personnel matter;

### CLAIMS

- (1) Review various claims for damages. Initiate and organize investigation of claims;
- (2) Document review; teleconference with Telecom Division Manager and others regarding claim against the City; teleconference with employee regarding property damage claim; review additional information from claimant; office conference regarding claim; research regarding issues involved; teleconference with insurer regarding claim;
- (3) Review vehicle damage claim.

### CRIMINAL/TRAFFIC MATTERS

- (1) Appear for District Court arraignments, Calendar Calls, and various hearings;
- (2) Teleconference with Public Defender regarding criminal cases.

### OTHER

- (1) Document review; prepare email regarding water treatment issues; teleconference with City Manager, Assistant City Manager and others regarding water treatment issues;
- (2) Teleconference with Port Director regarding passenger fees;
- (3) Teleconference with Public Works Director regarding subdivision plat issue;
- (4) Teleconference with Borough Attorney regarding property tax issues and foreclosures;
- (5) Review draft correspondence regarding storm drain subdivision issue; reply to Public Works Director;
- (6) Conference with City Manager regarding Bar Harbor property purchase; review documents from Public Works Director regarding Bar Harbor property description; teleconference with Public Works Director regarding same; request to title company;
- (7) Document review; Multiple conferences with Public Works Director regarding Triangle Way property; draft memorandum on property issues;
- (8) Conference with City Manager and Deputy Chief of Police regarding lost & found property;
- (9) Draft response to public records act request; conference with City Manager regarding same;
- (10) Draft response to KRBD regarding public records act request;
- (11) Review and reply to Assistant Telephone Division Manager regarding Borough property purchase.