



<b>TRANSMITTAL MEMORANDUM</b>
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**TO:** The Honorable Mayor and City Council

**FROM:** Karl R. Amylon, City Manager

**DATE:** June 19, 2020

**RE:** **Authorizing Budget Transfers – 2020 Safer Streets and Sidewalk Program**

At its meeting of March 19, 2020, the City Council adopted a motion accepting the bid of SECON, Inc. in the amount of \$94,515 for Contract No. 20-06, Bawden Street Paving. The motion adopted by the City Council also established a five percent contingency in the amount of \$4,725, bringing the total project cost to \$99,240.

At its meeting of June 18, 2020, the City Council adopted a motion approving Change Order No. 1 (Final) to Contract No. 20-06, Bawden Street Paving, between the City and SECON, Inc. providing a net credit of \$20,346, bringing the total contract amount to \$74,169. At the time the change order was submitted to the City Council, Assistant Public Works Director Kara Jurczak noted that \$25,071 is available from the original appropriation and requested that amount be transferred to the 2020 Streets Division's Safer Streets and Sidewalks Program capital account to address additional sidewalk repairs in the downtown corridor.

As indicated in the attached memorandum, the Assistant Public Works Director has identified a project to replace a section of failing sidewalk on Mission Street, which would be best accomplished when it would not be disruptive to tourists and adjacent businesses. The estimated cost is \$37,000, which would require an additional transfer of \$11,929 from Appropriated Reserves of the Public Works Sales Tax Fund. I agree with Ms. Jurczak's recommendation.

Public Works Director Mark Hilson and the Assistant Public Works Director will be attending the City Council meeting of July 2, 2020, in order to address any questions and/or concerns that Councilmembers may have.

A motion has been prepared for City Council consideration.

## **RECOMMENDATION**

It is recommended the City Council adopt the motion authorizing the City Manager to transfer \$25,071 from the Streets Division's 2020 Bawden/Spruce Mill Way Pavement Repair capital account and \$11,929 from Appropriated Reserves of the Public Works Sales Tax Fund to the division's 2020 Safer Streets and Sidewalks Program capital account to replace a section of failing sidewalk on Mission Street.

**Recommended Motion:** I move the City Council authorize the City Manager to transfer \$25,071 from the Streets Division's 2020 Bawden/Spruce Mill Way Pavement Repair capital account and \$11,929 from Appropriated Reserves of the Public Works Sales Tax Fund to the division's 2020 Safer Streets and Sidewalks Program capital account to replace a section of failing sidewalk on Mission Street.

## MEMORANDUM

TO: Karl Amylon, City Manager  
CC: Lacey Simpson, Assistant City Manager  
Mark Hilson, P.E. Public Works Director  
FROM: Kara Jurczak P.E., Assistant Public Works Director  
DATE: June 19, 2020  
SUBJECT: **Contract No. 20-06, Bawden Street Pavement Repair – Budget Transfer**

In adopting the 2020 General Government annual budget, the City Council appropriated local funds in the amount of \$160,000 to the Public Work's Streets Division for Bawden/Spruce Mill Way Pavement Repair. The project was completed under budget with a funding surplus of \$25,071.00. Staff would like to utilize the remaining funds to complete a project on Mission Street, taking advantage of the reduced tourist traffic.

This section of sidewalk (see attached) was constructed on un-retained soil perched next to the adjoining building's open air crawl space. The un-retained fill has eroded over time leaving the sidewalk unsupported and slowly sinking. The adjoining building owner has made repairs to fill the void space left by the settling sidewalk but the sidewalk continues to sink away from the building. If not remedied, this situation will cause access issues for pedestrians trying to patronize these businesses and while urgent, this situation has the potential to become an emergency repair.

Reconstructing this section of sidewalk would be very disruptive to the adjacent businesses and pedestrian travel on Mission Street with a continuous excavation along the length of the building, four feet deep, parking restrictions, and construction related issues. With most downtown businesses suffering significant losses due to the lack of a cruise ship season, staff recommends completing this work now so we do not further impact these businesses next year. This work is estimated to cost \$37,000.00. Staff recommends funding \$25,071.00 from the Bawden/Spruce Mill Way Pavement Repair capital account and \$11,929.00 from the unappropriated reserves of the Public Works Sales Tax.

### **Recommendation:**

It is recommended that the City Council authorize budget transfers in the amounts of \$25,071.00 and \$11,929.00 from the Streets Divisions' Bawden/Spruce Mill Way Pavement Repair capital account and the unappropriated reserves of the Public Works Sales Tax, respectively, to the Streets Divisions' Safer Streets and Sidewalks capital account.

**RECOMMENDED MOTION:** I move the City Council authorize budget transfers in the amounts of \$25,071.00 and \$11,929.00 from the Streets Divisions' Bawden/Spruce Mill Way Pavement Repair capital account and the unappropriated reserves of the Public

Works Sales Tax, respectively, to the Streets Divisions' Safer Streets and Sidewalks capital account.

Attachment:  
Map & Photo Exhibit





Business Entrances

90 LF Sidewalk Repair Area

Weavers

SALMON

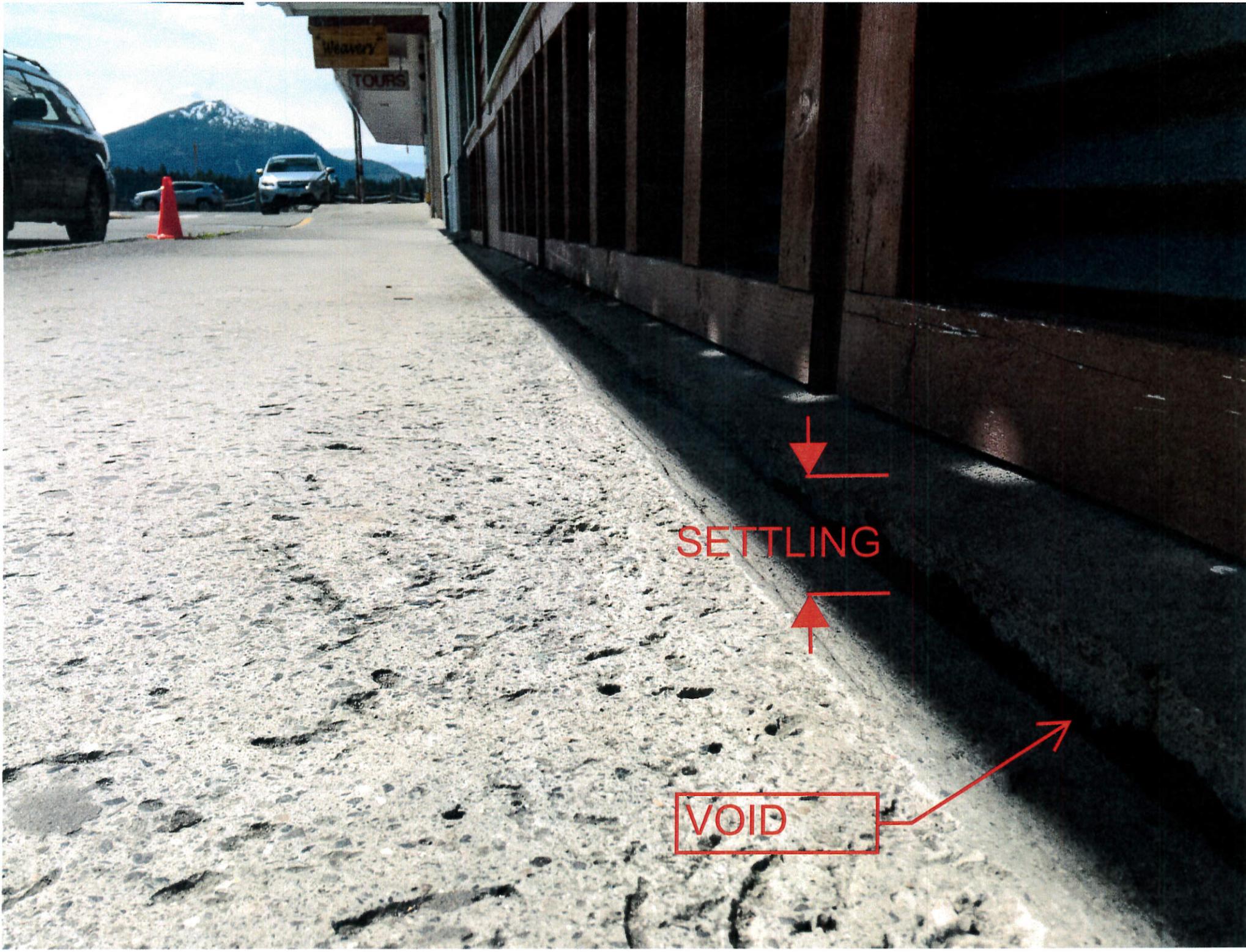
MARKET

SALMON

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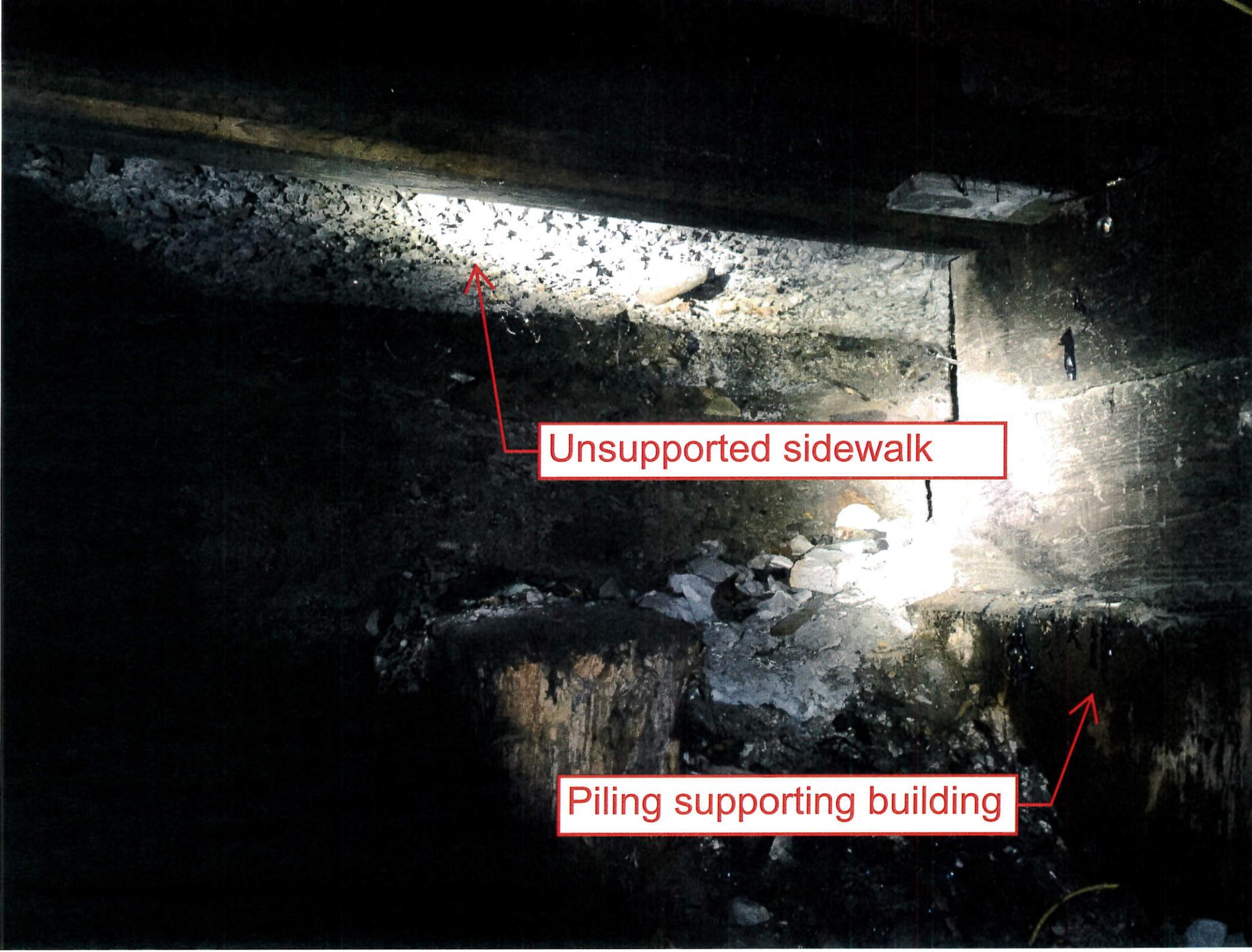
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SETTLING

VOID



Unsupported sidewalk

Piling supporting building

<b>Department:</b> Public Works Streets - Streets & Sidewalks	<b>Project Priority:</b> 1	<b>Project Number:</b>
<b>Project Title:</b> Safer Streets and Sidewalks Program	<b>Start Date:</b> 01/20 <b>End Date:</b> 12/24	<b>Estimated Project Cost:</b>
<b>Description:</b> The City's curbs and sidewalks are continually in need of repair, maintenance and improvement. This project will be designed in house and is proposed to correct safety problems associated with settling, icing, drainage and/or cracking problems with curbs and sidewalks, rail and fencing. The project is also intended to provide ADA access improvements.		Design Land/Right-of-Way Construction Management Construction 500,000 Equipment Other Project Total 500,000

Source of Funds	Fund No.	Prior Years	Adopted 2020			Projected Requirements				Total Project
			Reappropriated	New Funding	Total	2021	2022	2023	2024	
Public Works Sales Tax Fund	111			100,000	100,000	100,000	100,000	100,000	100,000	500,000
<b>Total</b>				100,000	100,000	100,000	100,000	100,000	100,000	500,000

<b>Department:</b> Public Works Streets - Streets & Sidewalks	<b>Project Priority:</b> 6	<b>Project Number:</b>
<b>Project Title:</b> Bawden/Spruce Mill Way Pavement Repair	<b>Start Date:</b> 01/15 <b>End Date:</b> 12/20	<b>Estimated Project Cost:</b>
<b>Description:</b> Significant differential settlement has led to the need to repair Bawden Street between Mill Street and Spruce Mill Way. The subgrade preparation and removal of the buried structures was completed in house in 2017. The second phase of the project was on hold pending completion of the ADOT project on Mill Street. Since that project is now complete, the division can tie its project into the grades constructed by ADOT. This project will be done with in-house forces completing the sub-grade work and new asphalt pavement being contracted out.		Design Land/Right-of-Way Construction Management Construction 584,414 Equipment Other Project Total 584,414

Source of Funds	Fund No.	Prior Years	Adopted 2020			Projected Requirements				Total Project
			Reappropriated	New Funding	Total	2021	2022	2023	2024	
Public Works Sales Tax	111	424,414		160,000	160,000					584,414
<b>Total</b>		424,414		160,000	160,000					584,414

**"UNAPPROVED"** June 18, 2020

**Change Order No. 1 (Final) to Contract No. 19-13 - 2019  
Pavement Overlay-Surface Repair – SECON, Inc.**

Moved by Zenge, seconded by Gage the City Council approve Change Order No. 1 (Final) to Contract No. 19-13, 2019 Pavement Overlay-Surface Repair, between the City and SECON, Inc. providing a net credit of \$6,457.71, bringing the total contract amount to \$623,012.29; and direct the city manager to execute the change order on behalf of the City Council.

Motion passed with Coose, Kiffer, Gage, Zenge, Chapel, Flora and Bergeron voting yea.

**Change Order No. 1 (Final) to Contract No. 17-07 - 2017  
Pavement Overlays-Surface Repairs – SECON, Inc.**

Moved by Zenge, seconded by Gage the City Council approve Change Order No. 1 (Final) to Contract No. 17-07, 2017 Pavement Overlays-Surface Repairs, between the City and SECON, Inc., providing for the close out of the contract at no additional cost; and direct the city manager to execute the change order on behalf of the City Council.

Motion passed with Coose, Kiffer, Gage, Zenge, Chapel, Flora and Bergeron voting yea.

**Change Order No. 1 (Final) to Contract No. 20-06 - Bawden  
Street Paving – SECON, Inc.**

Moved by Zenge, seconded by Gage the City Council approve Change Order No. 1 (Final) to Contract No. 20-06, Bawden Street Paving, between the City and SECON, Inc. providing a net credit of \$20,346, bringing the total contract amount to \$74,169; and direct the city manager to execute the change order on behalf of the City Council.

Motion passed with Coose, Kiffer, Gage, Zenge, Chapel, Flora and Bergeron voting yea.

**Ordinance No. 20-1912 – Repealing Ketchikan Municipal Code  
Sections 9.60.020 Through 9.60.050 Regarding the  
Impoundment of Abandoned Property; Adding a New Section  
9.60.020 to be Entitled, “Abandoned Personal Property”;  
Renumbering the Remaining Sections of the Ketchikan  
Municipal Code Chapter 9.60 – Second Reading**

Copies of Ordinance No. 20-1912 were available for all present.

Moved by Zenge, seconded by Gage the City Council approve in second reading Ordinance No. 20-1912 repealing Ketchikan Municipal Code Sections 9.60.020 through 9.60.050 regarding the impoundment of abandoned property; adding a new Section 9.60.020 to be entitled, “Abandoned Personal Property”; renumbering the remaining sections of the Ketchikan Municipal Code Chapter 9.60; and establishing an effective date.

Motion passed with Coose, Kiffer, Gage, Zenge, Chapel, Flora and Bergeron voting yea.

**Exempting the Procurement of Annual Long Distance  
Termination Services from the Competitive Bidding/Written  
Quotation Requirements of the Ketchikan Municipal Code –  
ThinQ**

Moved by Zenge, seconded by Gage pursuant to subparagraph 6 of Section 3.12.050(a) of the Ketchikan Municipal Code, the City Council exempt the procurement of annual long distance termination services from the competitive bidding/written quotation requirements of the

March 19, 2020

**Budget Transfer – Amendment No. 2 to Contract No. 19-35,  
Design of Berth III Fender Replacement – PND Engineers, Inc.**

Moved by Coose, seconded by Flora the City Council approve Amendment No. 2 in an amount not to exceed \$5,000 to Contract No. 19-35, Design of Berth III Fender Replacement, between the City and PND Engineers, Inc., bringing the total contract amount to \$40,000; authorize funding from the Berth III Fender Replacement Capital Account; and direct the city manager to execute the amendment on behalf of the City Council.

Motion passed with Coose, Gage, Flora, Kiffer, Bergeron, Chapel and Zenge voting yea.

**Liquor License Renewal Applications – The Asylum, LLC  
d/b/a The Asylum, Wines International, Ltd. d/b/a Fat Stan’s  
Lounge, Cape Fox Lodge, LLC d/b/a 108 Tap House & Burger  
Bar, Isner Inc. d/b/a Alaska Liquor Store and Wines  
International, Ltd. d/b/a Wines International**

Moved by Coose, seconded by Flora the City Council approve the Liquor License Renewal Applications for Beverage Dispensary, License No. 3120 – The Asylum, LLC d/b/a The Asylum, 522 Water Street Ketchikan, AK 99901; License No. 4352 – Wines International, Ltd. d/b/a Fat Stan’s Lounge, 330 Spruce Mill Way #6 Ketchikan, AK 99901; License No. 810 – Cape Fox Lodge, LLC d/b/a 108 Tap House & Burger Bar, 108 Main Street, Ketchikan, AK 99901; Package Store License No. 4429 – Isner Inc. d/b/a Alaska Liquor Store no location, License No. 4229 – Wines International, Ltd. d/b/a Wines International 330 Spruce Mill Way #6 Ketchikan, AK 99901.

Motion passed with Coose, Gage, Flora, Kiffer, Bergeron, Chapel and Zenge voting yea.

**Liquor License Renewal Application – Beverage Dispensary  
First City Saloon, Inc. d/b/a 1<sup>st</sup> City Saloon**

Moved by Coose, seconded by Flora the City Council approve the liquor license renewal application of the Beverage Dispensary license for First City Saloon, Inc. d/b/a 1<sup>st</sup> City Saloon with the exception there will be no operations or sales from the building located at 830 Water Street.

Motion passed with Coose, Gage, Flora, Kiffer, Bergeron, Chapel and Zenge voting yea.

**Budget Transfer – Award of Contract No. 20-06 – Bawden  
Street Paving – SECON, Inc.**

Moved by Coose, seconded by Flora the City Council accept the bid of SECON, Inc. in the amount of \$94,515 for Contract No. 20-06, Bawden Street Paving; establish a five percent contingency in the amount of \$4,725, bringing the total project cost to \$99,240; authorize a \$4,725 budget transfer from the Appropriated Reserves of the public Works Sales Tax Fund to the Streets Division’s 2020 Bawden St./Spruce Mill Way Pavement Repair Capital Account; and direct the city manager to execute the contract documents on behalf of the City Council.

Motion passed with Coose, Gage, Flora, Kiffer, Bergeron, Chapel and Zenge voting yea.