



# City of Homer

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## Memorandum 20-105

TO: City Council  
THROUGH: Rick Abboud, Acting, City Manager  
FROM: Jan Keiser, PE, JD, Director of Public Works  
DATE: July 6, 2020  
SUBJECT: Proposal for Sole Source Contract for Porta Potty Services

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**Issue:** The City uses porta potties in areas where plumbed restrooms are not available. There is one vendor in the City of Homer that provides and services porta potties, Moore & Moore Services, Inc. We have dispatched more portable units within City parks and campgrounds to increase opportunities for social distancing, provide hand washing capability, and address maintenance issues. We need an increased appropriation to cover the extra expenses as well as authorization to issue a sole source contract to Moore & Moore Services, Inc.

**Background:** We've relied on porta potties in the past to service areas where plumbed restrooms are not available. In 2019, we had 10 porta potties, distributed around City parks and other public spaces. Moore & Moore dispatched these units, as-needed, when called upon by City staff and then, serviced them on either a one-two times/week schedule.

For a variety of reasons, we currently have 20 porta potties dispatched around the City, some of which are serviced at least three times a week. Further, some of the porta potties are accompanied by portable water-operated hand wash stations, which the City has not used before. We have taken these measures to improve the City's response to public health and welfare in City parks.

One reason we have taken extra measures is that we are seeing heavier use in some of our open spaces this year than we did last year. Generally, the day use, which we don't keep records on but observe anecdotally, has significantly increased from 2019 to 2020, particularly at Mariner Park and Bishop's Beach. While our camping attendance records for June 2020 show the number of campers is about 25% less than it was for June 2019, our camping numbers for the first week of July have already caught up with the rate for 2019. We expect this to continue through the rest of July and into August.

Another reason we geared up is to provide opportunities for hand washing. We tried to provide hand sanitizer, but it kept getting used up or stolen. We could not supply enough of it. The hand wash stations give people a way to wash their hands where there is no plumbing.

Another reason we like the plastic porta potties is that they are easier to keep sanitary than the wood-sided pit privies. We've received numerous complaints about the City's pit privies at the Baycrest

Overlook Site, the Karen Hornaday Campground and Bishop's Beach. First, one of the toilet seats at Bishop's Beach is broken, leaving a sharp edge at the seat level. You can't simply replace the seat, you have to replace the entire riser that sits above the vault. We have permanently closed that privy.

Second, it is very difficult to keep the pit privies clean, and smelling like anything except what they are, outhouses, so we closed them and dispatched porta potties as replacements until we can create a better solution. The usage exceeded our expectations over the July 4<sup>th</sup> weekend so we need to either add more units or increase the pump out frequency, either of which increases the cost. We would like to add the portable hand wash stations to those locations as well, so people have way to wash their hands.

Further, the plumbed restrooms at the Fish Hook Restroom are out of service because there is a broken toilet in one of the stalls. Unfortunately, that one broken toilet necessitates putting the entire restroom out of order because of the way the restroom is plumbed. We have ordered another toilet and hope to have the restroom back in service as soon as we receive it and can get it installed. In the meantime, we dispatched three porta potties to that site. This was not enough to accommodate the July 4<sup>th</sup> traffic. We need to either add more units or increase the frequency of pump out; either way, the cost will increase.

The 2020 budget included \$27,000 for porta potties, to be furnished and serviced by the sole-source vendor, Moore & Moore Services, Inc. Throughout the entire 2020 season, we expect to need \$56,100, which will cover the equipment we had originally planned, as well as the extra porta potties and the hand wash stations. This creates a shortfall of \$29,000. We believe \$24,300 of this extra cost, is a Covid-19-related expense.

**Action Recommended:** That the City Council pass the proposed ordinance authorizing (1) an increase to the budget line item 100-0175-5210, Parks – Cemetery, Professional Services, to cover extra, mostly Covid-related, expenses for porta potties and hand wash stations for 2020 and (2) a sole source contract to Moore & Moore Services, Inc., in an amount not to exceed \$56,100.