

**CITY OF HOMER  
HOMER, ALASKA**

City Manager

**RESOLUTION 24-011**

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA APPROVING A SOLE SOURCE CONTRACT IN THE AMOUNT OF \$195,000 TO COMFORTS OF HOME SERVICES TO PURCHASE THREE MOBILE RESTROOMS AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE THE APPROPRIATE DOCUMENTS.

WHEREAS, Public Work’s staff has conducted research on the feasibility of purchasing mobile restrooms and has concluded they would be appropriate and beneficial for use in several Homer parks; and

WHEREAS, Two companies were found to have mobile restrooms, ATCO and Comforts of Home, and Comforts of Home was found to be the only one to provide ADA-compliant units; and

WHEREAS, Comforts of Home quoted a price of \$60,666.75 per unit, including shipping to Fife, Washington, with each unit comprised of three stalls, one of which would be ADA-compliant, and available for delivery and set up no later than mid-summer 2024; and

WHEREAS, Homer City Code allows exceptions to be made to bidding requirements in the cases where a sole source procurements is justified, HCC 3.16.060(i); and

WHEREAS, A sole source procurement is justified in this case because Comforts of Homer is the only vendor we’ve found that provides mobile restroom for general, ADA-compliant public use; and

WHEREAS, Comforts of Home’s cost proposal is deemed fair and reasonable, as it will provide for a bathroom with running water and flushable toilets at one of our busiest parks for less than the cost estimated to build the concrete slab for the brick/mortar restroom that was planned; and

WHEREAS, At its November 16, 2023, regular meeting, the Parks, Art, Recreation and Culture Advisory Commission (“PARCAC”) reviewed the proposal for mobile restrooms and recommended their use for Jack Gist Park and Karen Hornaday Park; and

WHEREAS, This contract is contingent on the adoption of Ordinances 24-03 and 24-04.

42 NOW THEREFORE, The Homer City Council does hereby authorize issuance of a contract  
43 in the amount of \$195,000, to provide a small contingency, to Comforts of Home Services for  
44 the purchase of three mobile restrooms.

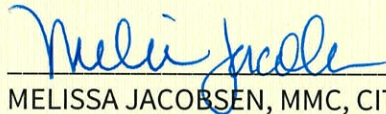
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46 PASSED AND ADOPTED by the Homer City Council this 22<sup>nd</sup> day of January, 2024.

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48 CITY OF HOMER

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52 KEN CASTNER, MAYOR

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54 ATTEST:

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57 MELISSA JACOBSEN, MMC, CITY CLERK

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59 Fiscal Note: Ordinance 24-03 appropriated \$77,500 from General Fund Unassigned Fund  
60 Balance; \$77,500 remains. Ordinance 24-04 appropriated \$150,000 from Homer Accelerated  
61 Water and Sewer Program (HAWSP); \$150,000 remains.





# MEMORANDUM

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**Resolution 24-011, A Resolution of the City Council of Homer, Alaska Approving a Sole Source Contract in the Amount of \$195,000 to Comforts of Home Services to Purchase Three Mobile Restrooms and Authorizing the City Manager to Negotiate and Execute the Appropriate Documents.  
City Manager.**

**Item Type:** Backup Memorandum  
**Prepared For:** Parks, Art Recreation & Culture Advisory Commission and ADA Advisory Board  
**Date:** 11/16/2023  
**From:** Chad Felice, Parks Maintenance Coordinator

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**Introduction:** The purpose of this memorandum is to request approval and action supporting the acquisition of portable restrooms for Karen Hornaday and Jack Gist Parks, before we seek City Council authorization.

**Background Information:** Comforts of Home Services is a company that specializes in building mobile restrooms. These restrooms are used all over the country including Alaska (Wrangell and Petersburg). I saw one of these units in Wrangell when I was there for the Alaska Parks & Recreation Association annual meeting and was very impressed. They can be hooked directly into city water and sewer mains. The trailers can be lowered so the floor is no more than 4 inches off the ground and they can be equipped with an ADA ramp. The units have waterproofing so the floors can be hosed down or mopped when needed. They can be ordered with a wide variety of options to suit the particular locations and functions they need to serve.

Representatives from Public Works' Building Maintenance Division, the Public Works Superintendent and I had a Zoom meeting with Comforts of Home to discuss their generic specifications, ask questions, and discuss what Homer units needed to look like. Then, we asked them give us a quote for units that would fill our needs for the Karen Hornaday and Jack Gist parks. They quoted a price of \$60,666.75 per unit, shipping included, to Fife, Washington. If we act soon, the units could be delivered and operational no later than mid-summer 2024. These units would each have three stalls, one of which would be ADA-compliant. This means we could have two bathrooms with running water and flushable toilets at two of our busiest parks for ¼ of the cost of one brick/mortar restroom.

**Recommendation:** Public Works is asking PARCAC to concur with our recommendation to acquire these units so we can take the matter to the City Council for approval and funding as soon as possible.

**Attachments:** Photos of portable restroom units

PARCAC and ADA Advisory Board

November 16, 2023





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## PENDING BUSINESS

### NEW BUSINESS

- A. Portable Restrooms for City Parks  
Memorandum PARC-23-027 from Parks Maintenance Coordinator as backup

Acting Chair Archibald introduced the item by reading the title and deferred to Parks Coordinator Felice.

Parks Maintenance Coordinator Felice reviewed his memorandum for the Commission. He provided additional comments on the proposed units being used by many communities in Alaska and also in the Lower 48, noting in particular the cost savings to the City.

Parks Maintenance Coordinator Felice facilitated discussion on the following:

- Shipping Costs to Seward from Washington was \$5000 for two units
- The unit could be connected directly to water and sewer services
- The unit would be removed and stored under cover in the winter
  - o Location of storage will need to be determined, additional covered storage may need to be constructed.
  - o They can be constructed for year round use as they do come equipped with a heater. He reported that communities in Idaho use them year round and they have harsh winters.
- Each unit will have two standard toilet rooms and one ADA toilet room, all rooms will be equipped with porcelain commodes and sinks, can be easily hosed down and cleaned. There will be a ramp with handrails to access the ADA unit.
  - o Each trailer will be lowered hydraulically to minimize the height from the ground
  - o Wheels & axles remain attached to the unit
  - o Unit will be open during park times only and locked by janitorial staff after cleaning. Parks maintenance staff or Building Maintenance will unlock units at the beginning of each day.
- Cost of two units is 50% or less of one brick and mortar restroom facility
- Each unit can be constructed in seven days cost is \$60,666.75 per unit as shown
  - o Units can be constructed with holding tanks and could serve as replacements for Portable Toilets on the Spit in various locations including Mariner Park
- Units have been used by other communities for as long as 14 years with scheduled maintenance and needed repairs.

Public Works Director Keiser explained that they are prepared to submit an ordinance to be introduced at the November 27<sup>th</sup> regular meeting and will have public hearing and adopted at the January 8<sup>th</sup> meeting. They will request that City Council move the funds allocated in the FY25 Budget to FY24 Budget so they can get this done. If Council approves then restrooms would be received and installed in time for baseball season.

Parks Maintenance Coordinator reported that he met with the Adult Softball Association and Little League and both organization support this project. Little League had proposed constructing a two story Refreshment and Scoreboard with restrooms and storage facility but they do not have the funding and the city would not be able to get the funding for constructing something like that for quite some time.

FAIR/ROEDL MOVED THAT THE PARKS, ART, RECREATION AND CULTURE ADVISORY COMMISSION RECOMMENDS CITY COUNCIL FUND THE PURCHASE OF TWO BATHROOM UNITS FROM COMFORTS OF HOME SERVICES FOR KAREN HORNADAY PARK AND JACK GIST PARK.

There was no discussion.

VOTE: NON-OBJECTION. UNANIMOUS CONSENT.

Motion carried.

Public Works Director Keiser stated that credit should be given to Mr. Felice as he brought back the idea and did the research after seeing the units being used in Wrangell, Alaska, when attending the annual Alaska Recreation and Park Association Conference.

B. Amending Homer City Code to Create Departments  
Memorandum from Recreation Manager as backup

Acting Chair Archibald introduced the item and deferred to Recreation Manager Illg

Recreation Manager Illg provided a summary review of the memoranda in the packet. He noted the following:

- City Manager brought forward the ordinance to create the Community Development Department and relocate the Divisions of Economic Development, Planning and Community Recreation from the Administrative Department to within the new Community Development Department, this department will also have the future Building & Code Enforcement Division; transition IT and the Library Divisions into Departments.
- There has been a lot of discussion and public comment, which has been provided for the Commission in the packet, and Council postponed the ordinance to January 8<sup>th</sup> regarding the concerns received from the public to create and Parks & Recreation Department.
- Council appears to be on board for creating the Library and IT Departments.
- Council asked the City Manager if the Parks, Art, Recreation & Culture Advisory Commission has weighed in on this issue, noting that the Library Board, EDC and Planning Commissions have provided comment.
- Separate but related issue regarding this is the potential to have a soon to be created Parks & Recreation Department.
- Questioned if Community Recreation Division is the right fit for the Community Development Department, or should stay where it is until the Parks and Recreation Department is created instead of jumping around.
- Acknowledged some cross over with Economic Development such as special events because Community Recreation holds a number of events which relate to or work with economic development.

Mr. Illg specifically asked the Commission to comment on what they thought about moving the Community Recreation division under Community Development Department.

Acting Chair Archibald commented on the numerous entities in that planning, parks and rec section of the Ordinance 23-49.