



CITY OF POMONA

COUNCIL REPORT

February 3, 2020

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Robert DeLoach, Interim Water Resources Director

SUBJECT: APPROVE AN AGREEMENT WITH CARTEGRAPH IN THE AMOUNT OF \$111,975 FOR A SOFTWARE UPGRADE TO THE CITY'S LABORATORY INFORMATION MANAGEMENT SYSTEM (LIMS)

RECOMMENDATION:

It is recommended that the City Council take the following actions:

- 1) Approve the attached agreement with Cartegraph for a software upgrade to the City's Laboratory Information Management System (LIMS); and,
- 2) Authorize the City Manager, or designee, to sign the attached agreement.

EXECUTIVE SUMMARY:

Staff is seeking approval to upgrade the City's current LIMS. With the recommended upgrade, staff will have the ability to filter data and generate required reports in a far more efficient manner. The upgrade will also eliminate extra steps and the possibilities for human errors when generating reports and categorizing data.

FISCAL IMPACT:

The total fiscal impact for the proposed recommended action is \$111,975. Funding for the Cartegraph agreement is available within the FY 2019-20 Water Operating Budget (571-8126-52285-00000).

PREVIOUS RELATED ACTION:

On May 7, 2013, SEMS, now doing business as Cartegraph, was awarded a contract for \$25,900 to upgrade the City's existing LIMS Program. The software was to centralize all of water quality data, streamline the water quality data import process from contracted laboratory daily reports, and ease the retrieval and reporting process of all water quality information in the water system.

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DISCUSSION:

Federal and state regulations require regular testing and reporting of regulated constituents to assure adherence to water quality standards. Each year City staff collect water samples that are analyzed and provide the City with over half a million constituent results. Staff also provides to the state a monthly and annual report summarizing the City's water quality. These reports are very time consuming as thousands of sample results need to be analyzed and collated into the state required format.

The City is currently using a LIMS designed by Cartegraph, which, at this point, does not have the ability to filter data and make reports straight from the LIMS. Instead, staff is required to shuffle through the thousands of data to find what is needed to complete state reports. As part of the LIMS upgrade, historical sample records will be stored in a secure, centralized Secure Query Language (SQL) database and will be capable of generating the necessary state report without having to manually enter and organize the data in the state required format. To complete this effort staff negotiated with the current LIMS provider to identify what would be needed to meet the City's needs for reporting, coordination with the City's laboratory, and decades of existing data currently housed by the City. Identified within the attached agreement (Attachment 1) it delineates the improvements necessary to complete the required upgrades that will eliminate much of the manual labor necessary in completing the state required reports.

Staff is requesting to enhance the City's LIMS software. At this point staff estimates the new LIMS will reduce the staff time spent organizing data received and generating required report. Once the LIMS upgrade is fully operational staff will use the available time to conduct restaurant fats, oils, and grease (FOG) inspections, and state required business NPDES inspections currently being conducted by an outside consultant, thereby reducing department expenses.

Prior to the current LIMS being installed in 2013, the City issued an informal request for quotations for a LIMS. Based on that request, Cartegraph was selected as the most qualified to provide the services being requested at that time. At this juncture staff is seeking to expand the capabilities of the existing LIMS and is requesting a sole-source purchase consistent within Pomona Code section 2-978, procurement of design/build technology. This recommendation is being made as the Water Resources Department has been using Cartegraph software since 2013 and has amassed a significant investment in staff time building databases and synchronizing the data received from the City's contracted laboratory.

Prepared by:



Chris Diggs

Water Resources Manager

ATTACHMENTS:

Attachment 1- Agreement with Cartegraph