



CITY OF POMONA COUNCIL REPORT

July 20, 2026

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Meg McWade, Public Works Director

SUBJECT: AUTHORIZE A SOLE SOURCE PURCHASE ORDER TO AQUA SOURCE COMMERCIAL POOL PRODUCTS FOR THE PURCHASE OF POOL CHEMICALS AND SUPPLIES FOR WASHINGTON AND GANESHA PARK POOL FACILITIES

RECOMMENDATION:

It is recommended that the City Council authorize a Sole Source Purchase Order to Aqua Source Commercial Pool Products (Aqua Source) for pool chemicals and supplies in an amount not to exceed \$150,000 per fiscal year effective retroactive to July 1, 2026 through June 30, 2031.

EXECUTIVE SUMMARY:

Approval of the Sole Source Purchase Order will allow for the purchase of chlorine and sodium bisulfate tablets required for operation of the filtration systems at the Washington Park and Ganesha Park pools. Per City Code Section 2-994, sole source requests over \$100,000 shall be reviewed by the Procurement Officer, Finance Director, City Manager, and approved by the City Council.

FISCAL IMPACT:

Funding in the Adopted FY 2026-27 Operations Budget is available in the following Worktags:

Worktags	Adopted Operations Budget FY 26/27
Fund: FD101 General Fund Cost Center: CC4145 Ganesha Park Pool Spend Category: Swimming Pool Supplies	\$48,000.00
Fund: FD101 General Fund Cost Center: CC4160 Washington Park Pool Spend Category: Swimming Pool Supplies	\$46,800.00
Total	\$94,800.00

Based on anticipated chemical usage, the budgeted amount is sufficient to support pool operations through the remainder of the 2026 aquatic season, which concludes in August 2026. Staff will continue to monitor chemical usage and inventory levels in preparation for the 2027 aquatic season which begins Memorial Day weekend 2027.

Funding for subsequent years of pool chemical purchases will be included in the annual budget proposal process.

DISCUSSION:

In early May 2025, the Public Works Department installed new acid and chlorine tablet feeders at both Washington Park Pool and Ganesha Park Pool. The feeders were purchased from Aqua Source (Authorized Dealer for Accu-Tab and Acid Rite Products) and as such, they are the only vendor from which the City may purchase sodium bisulfate and chlorine tablets.

When the feeders were initially purchased, a supply of pool chemicals was included with the equipment. That inventory has since been exhausted, and Public Works Facilities Staff have facilitated additional purchases of chlorine and sodium bisulfate tablets as needed to maintain proper water quality and ensure compliance with public health standards throughout the 2025 aquatic season and the beginning of the 2026 aquatic season. These purchases were authorized under the City Manager's purchasing authority, with a not-to-exceed amount of \$100,000.

Pool chemical usage is dependent on operational and environmental factors that fluctuate and cannot be predicted in advance. Chemical consumption varies based on pool attendance, hours of operation, weather conditions, water temperature, sunlight exposure, and other factors that directly impact water quality. Periods of high usage, elevated temperatures, or extended exposure to ultraviolet light can significantly increase chlorine demand and require additional chemical treatment to maintain safe and sanitary swimming conditions.

Due to these variables, annual chemical requirements vary from year to year. Maintaining a reliable and uninterrupted supply of pool chemicals is essential to ensuring the Washington Park and Ganesha Park Pools remain safe, clean, and available for community use. In previous years, purchasing gaps and delays resulted in periods when adequate chemical supplies were not available, making it more difficult to maintain optimal water quality and contributing to algae growth, particularly during off-season periods.

To provide a consistent supply of necessary pool chemicals, support year-round facility maintenance, and maintain compliance with health and safety regulations, Staff is requesting authorization of a Sole Source Purchase Order with Aqua Source in an amount not to exceed \$150,000 per fiscal year.

Prepared by:

Lindsay McElwain
Acting Public Works Fiscal and Project Manager

ATTACHMENT:

Attachment No. 1 – Aqua Source Sole Source Letter