

04-18-23

09 JONES

1/18/23 ADOT complaint letters
from your constituent that the
Restaurant uses city vets care for
Chihuahuas.

04/05/23 1330m meeting City 2
Nov. anonymous to place
City Ado Rodenbeck uses
gas cans for Chihuahua futuristic
city move a STAFF

City Ado Rodenbeck
Finance works an Audit Committee
City Ado Claudia Losmaner (former
District Co.

City Ado Cassandra Monzon
District 3.

Billing cycle 15th to 15th

Oct 22 Billing cycle 15th to 31st
overall day 45 day

04/10/23 1116 hrs

Comments
districts August 3, 2023.

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: 5-5-23 BY: C719 DEPT.
TO: 042102

ADMINISTRATIVE POLICY:

SUBJECT: Commercial Fuel Card Policy & Use Procedure (ALON)

DATE ISSUED: July 5, 2021 Revised June 21, 2022 *AA*

DATE EFFECTIVE

APPROVED:

Distribution:

All City of El Paso Employees

SECTION I: POLICY PURPOSE

The purpose of this policy is to establish uniform procedures, accountability, and controls for Commercial Fuel Card fueling of motor vehicles and equipment owned or controlled by the City of El Paso.

The City's Fleet manager (in conjunction with the Purchasing Agent) will serve as the city-wide administrators of the Fuel Card Program.

Each department shall appoint an employee (hereafter referred to as the 'department card administrator') who shall be assigned responsibility for administering the Commercial Fuel Card Program for their respective department/division. Each fuel card will be assigned to a specific city vehicle and city employee and is to be used exclusively for that vehicle by that employee for official City business.

Each authorized employee will be assigned a specific individualized Personal Identification Number (hereafter referred to as PIN) to be used in conjunction with a fuel card.

- This PIN serves as a digital signature.
- Generic PINs are prohibited, such as one PIN for an office/department.
- Under no circumstance should a PIN be used for another employee other than to whom it was assigned.
- PIN shall not be written on card sleeve.
- Compromised PINs will be cancelled immediately.

SECTION 2: SCOPE

This policy applies to the City of El Paso's departments that own, control, or use motor vehicles and equipment.

The Fleet Maintenance Division is responsible for answering questions relating to the provisions of this policy.

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SECTION 3: FUEL CARD PURPOSE

Only authorized cardholders shall have access to and use a Commercial Fuel Card and PIN. Requests for fuel cards must be presented to Fleet Maintenance for approval to identify Holders and Users of the cards.

Department heads and card administrators may enact a more restrictive policy regarding usage of cards in their respective departments.

Fuel cards will be restricted to purchase fuel for the city vehicle to which they are assigned. A fuel card is not to be used for personal vehicles, other city vehicles for which the card is not assigned, or rental vehicles.

If an employee finds it necessary to purchase fuel for a city vehicle with personal funds as opposed to the fuel card, the employee will follow the City or their departments policy for reimbursement. Fleet Maintenance is not responsible for reimbursement.

SECTION 4: PROCEDURES

The following procedures are required and shall be adhered to when using a fuel card and PIN.

- A. A Statement of Understanding (attached hereto) acknowledging the understanding of this policy, and the sanctions for misuse, must be signed and kept in a file by a department's card administrator for each individual utilizing a card.
- B. When using the card at a self-serve pump, the employee shall:
 - a. Insert the vehicle's fuel card.
 - b. Enter the employee's PIN.
 - c. Enter the (accurate) odometer reading.
 - d. Do not accept any offer (i.e. discounted car washes, etc).
 - e. Request for receipt (at the department's discretion).
- C. If incorrect fuel is placed in the vehicle DO NOT ATTEMPT TO START THE VEHICLE. Immediately contact Fleet Maintenance at 915-212-8048, and the appropriate arrangements will be made to correct the problem.
- D. The card is never to be used for non-fuel, personal, non-City related purchases and/or securing of goods or service.
- E. City Fleet Manager, with Streets and Maintenance Department Director approval, and at their discretion, may terminate privileges at any time due to misuse, abuse, etc.

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SECTION 5: OBTAINING A FUEL CARD

The department's card administrator shall make requests to Fleet Maintenance for fuel card(s). Each card shall have a pre-established account code, product limits, purchase limits, and a limit on the daily number of transactions.

The Fleet Maintenance Division will provide and issue fuel card(s)/PINs to the cardholder. The PIN, and access to the fuel card, shall not be released until all policy acknowledgment documents are signed and received by the Fleet Maintenance Administrator. The Fleet Maintenance Administrator shall maintain archives of such records and forms.

SECTION 6: CARD SECURITY

Fuel cards shall be kept in the designated vehicle and are to be kept secure and safe by the individual to whom they were issued. It is the assigned employee's responsibility to safeguard the fuel card and their employee PIN numbers.

If the fuel card is lost or stolen, the department's card administrator shall notify Fleet Maintenance immediately. Fleet Maintenance will then notify the fuel card company to cancel the lost or stolen fuel card. A new card will be promptly issued. If the lost or stolen fuel card is subsequently found, the fuel card shall be returned to Fleet Maintenance, where it will be destroyed or returned to the fuel card company.

SECTION 7: DOCUMENTING PURCHASES

Commercial Fuel Card user Departments are encouraged to maintain a log of fuel purchases and receipts. The log (an example of which is attached) may include:

- Date of the purchase
- Merchant name
- Quantity of gallons purchased
- Name and department of the purchaser
- Dollar amount of purchase
- Accurate odometer readings
- Any other information the department would like to track

The department's card administrator should reconcile the log and receipts to the monthly statement (which can be found on a network drive). Please note that while the gallons should reconcile, the dollar amount between the invoice and receipts may differ, as the receipt may not reflect the City discount.

On a sample basis, the department's card administrator should confirm odometer readings at the end of the month and analyze purchases being made. A cardholder may be required to pay undocumented charges with his/her own personal funds.

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SECTION 8: MILEAGE ENTRY

Accurate mileage is the lifeblood of good fuel management, and it is necessary for City of El Paso's Fleet Maintenance Division to effectively monitor vehicle utilization, track vehicle preventive maintenance compliance, predict accurate vehicle cost-per-mile, understand vehicle fuel miles-per-gallon, forecast vehicular carbon footprints, calculate optimal vehicle lifecycles, and other mileage-related activities.

Drivers of City of El Paso vehicles are required to enter the correct odometer reading at the time of fuel purchase when prompted. In the event the vehicle operator makes an error in the odometer reading entry, the driver should (at the department's discretion) provide the correct information to the department's card administrator. This information should be relayed to Fleet Services for correction.

SECTION 9: TRAVEL

The City's travel, vehicle-use, and pool car policies will be in effect, and use of the fuel card shall supplement these policies. Travel sheets, pool cars, fuel cards, and PINs may be utilized as part of an authorized travel request for City business.

SECTION 10: DISPUTED CHARGES

When the card statement is received, Fleet Maintenance shall reconcile the charges. If the statement does not reconcile, then Fleet Maintenance shall notify the department's card administrator for resolution. If the statement cannot be reconciled internally, then Fleet Maintenance shall notify the fuel card company and dispute any amounts that are determined to be in error.

SECTION 11: CANCELING A CARD/PIN

Fleet Maintenance shall be immediately notified by a department when:

- A vehicle is sold, wrecked, or removed from service;
- A vehicle is transferred to another city department; or
- An authorized card user's employment with the City is terminated.

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DATE: _____ BY: _____ TO: _____

The notification shall include a request to cancel the card/PIN, the reasons for canceling the card/PIN, identify the fuel card number, unit number, and authorized user. Upon notification, Fleet Maintenance shall request from the fuel card company that the card and/or PIN be deactivated. The card shall be returned to the Fleet Maintenance Division for destruction/discard.

SECTION 12: SEPARATION FROM THE CITY

Prior to separation from the City, the employee shall fuel card, and/or PIN to the department's card administrator. Upon receipt, the department's card administrator will forward the fuel card and/or PIN to Fleet Maintenance. Thereafter, Fleet Maintenance will contact the fuel card company and deactivate the fuel card/PIN, whereupon it will be destroyed or reassigned. All other fuel cards remain with the department's vehicles.

SECTION 13: DEPARTMENT TRANSFER

Before transferring to another City department, a fuel card holder of a fuel card shall surrender the card to their respective department's card administrator. The same miscellaneous fuel card procedures detailed in Section 12 shall be followed. All other fuel cards remain with the department's vehicles. The employee's PIN will remain unchanged.

SECTION 14: INTERNAL AUDIT

Ongoing reviews of all fuel bills will be performed for policy adherence and possible fraud. City of El Paso and/or collective bargaining agreement disciplinary policies will be followed for employees found to have committed.

SECTION 15: MANAGERS AND SUPERVISORS

Managers and supervisors of departments who own, control, or use City of El Paso vehicles are responsible for verifying that all required commercial fuel card policies are reviewed with all card users and employees.

At their discretion, managers and supervisors may review the monthly record of fuel card transactions to ensure drivers are in compliance with current published policies regarding use of fuel.

Managers and supervisors may contact Fleet Maintenance regarding any discrepancies.

SECTION 16: SANCTIONS

Employees having been investigated and found to have violated this policy will be disciplined in accordance with the City of El Paso's Personnel Policy and/or any applicable collective bargaining agreement.

Users suspected of possible fraudulent use, misuse, or abuse of the fuel card shall have their PIN suspended. PINs will only be reactivated when the user's Department Card Administrator has reviewed the suspected fraudulent charges and helped City Fleet Manager if the charges are justified.

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DATE: _____ BY: _____ TO: _____



CITY OF EL PASO
COMMERCIAL FUEL
CARD POLICY

STATEMENT OF UNDERSTANDING

I have read, understood and will abide by the City of El Paso's Fuel Card Policy (the "Policy"). I understand that the Fuel Card Policy is designed to improve the management and control of official business of the City of El Paso.

I further understand the issuance of a fuel card and/or PIN to me is in keeping with my assigned duties and responsibilities, and that I am being specifically directed to:

- Abide by all policies, rules, and understandings with respect to the card/PIN.
- Use the card only for those necessary and reasonable expenses incurred or authorized for the direct purposes of the Fuel Card Program.
- Make no personal use of the card.
- Use the card only as anticipated in the Budget.
- Retain and submit original receipts for all card use (at the department's discretion).
- Keep and maintain control any commercial fuel card assigned to me or my vehicle.
- Allow no one else to use the card or PIN assigned to me.
- Permanently surrender the card when my duties no longer require the use of the card.

I agree to comply with the terms and conditions of the City of El Paso's Fuel Card Policy. I understand that any misuse of the card will result in one or more of the following:

- Discipline and possible termination of employment.
- Payroll deduction of any unauthorized purchases and of any administrative cost associated with any unauthorized purchase.
- Reimbursement to the City of El Paso for unauthorized purchases and any administrative costs associated with the unauthorized purchase.
- Revocation of Commercial Fuel card privileges.
- Limitation on the use of the card and/or termination of my right to use the card/PIN at any time with or without cause.
- Other discipline as authorized by the City of El Paso for violation of Fuel Card Policy.

I certify that I have read, understood, and agree to abide by the above and all other policies, procedures, features, and regulations that apply to the City of El Paso, Fuel, and Fuel Cards/PINs.

Employee Signature

Date

Supervisor Signature

Date

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DATE: _____ BY: _____ TO: _____



Vehicle Log Book

Department Record of Fuel Purchases

Department:
Equipment ID:
Make/Model:

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RECORDS INFORMATION ACT (TX G.O.T. CODE CH. 552)

TO: _____
BY: _____
DATE: _____

->MONTIELMA-->PSHCMRDI

Favorites Main Menu Workforce Administration Personal Information Biographical Modify a Person

[Biographical Details](#) [Contact Information](#) [Biographical](#)

Cassandra Hernandez

Person ID: 0-9910

Current Addresses			
Address Type	As Of Date	Status	Address
Home	04/17/2013	A	[REDACTED] View Address Detail
Moving	04/17/2013	A	[REDACTED] View Address Detail

Phone Information			
Phone Type	Telephone	Extension	Preferred
Primary Cell Phone	[REDACTED]		<input checked="" type="checkbox"/>

Email Addresses			
Email Type	Email Address	Preferred	
Business	Hernandez.Cassandra@elpasotexas.gov	<input checked="" type="checkbox"/>	

Instant Message IDs			
Network ID	IM Protocol	IM Domain	Preferred
			<input checked="" type="checkbox"/>

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PUBLIC RECORDS INFORMATION
 ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
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 TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: _____ BY: _____ TO: _____

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage for January 2022 - District 3

Back/Back 2

Target: To calculate total fuel consumption for District 3 for the month of January 2022

Mr. Rene Barrera - Administrative Services Manager, Streets and Maintenance, "External Fuel Monthly Bill - January 2022 Detail" PDF

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Notes: The City's Cost is calculated as follows: (Total Gallons Purchased \times \$0.00*) + (Total Monthly Cost - Total Exempt Tax) * 100%.

Digitized by srujanika@gmail.com

Procedure.
Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption activity in all fuel activity in Calendar Year 2022 for all City Districts and the Mayor
Expanded sample to include all fuel activity in all fuel activity in Calendar Year 2022 for all City Districts and the Mayor
Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost
Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Filt-Ups

RESULTS: A review of District 3's Fuel Consumption for the month of January shows a total of 98,873 gallons of fuel was purchased for the month. An average of \$273.39 was paid by the City for the month. An average of 3.43 days passed between fuel fill-ups.

**PUBLIC RECORDS INFORMATION
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TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)**

TO
BY
DATE

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card Travel Fuel Card Review P2023-06
Fuel Usage for February 2022 - District 3

No. of Fill-ups	Date	Time	Address	Days between Fill-Ups	Paid Direct	Gallons Purchased	Total Cost, Purchased (Exempt Tax)	Exempt Tax
1	1/14/2022	9:49	599 N Yarbrough Dr, El Paso, TX	UNL	\$2,881	17,683	\$50,94	\$3,24
1	1/21/2022	1:39	7879 N Loop 281 Master, El Paso, TX	7	UNL	22,930	17,453	\$51 14
1	1/23/2022	11:28	1811 Hunter Dr 110, El Paso, TX	2	UNL	22,262	564 98	\$4 07
1	1/29/2022	8:49	8366 Alameda Ave, El Paso, TX	6	UNL	53,023	16,551	\$50,03
1	2/1/2022	8:32	1811 Hunter Dr 110, El Paso, TX	3	UNL	53,050	18,556	\$56 59
1	2/5/2022	8:08	5598 Don Julian & Rodd, El Paso, TX	5	UNL	53,184	17,597	\$56 03
1	2/8/2022	18:36	8366 Alameda Ave, El Paso, TX	2	UNL	53,187	17,268	\$55 03
1	2/9/2022	18:34	8366 Alameda Ave, El Paso, TX	1	UNL	53,189	11 18	\$35 65
1	2/13/2022	8:41	8366 Alameda Ave, El Paso, TX	4	UNL	53,250	15,902	\$51 68
1	2/14/2022	15:30	8366 Alameda Ave, El Paso, TX	1	UNL	53,250	17,893	\$58 15
Totals	10					172,345	\$530.22	\$31.54
			Average for the Month	3.44		\$3,09	17,235	\$33.62
							City's Cost*	\$51.54
			February					

Process: To calculate total fuel consumption for District 3 for the month of February 2022.

Source: Mr. Rene Barraza - Administrative Services Manager, Streets and Maintenance; "External Fuel Monthly Bill - February 2022_Detailed PDF"

Notes:

*The City's Cost is calculated as follows: (Total Gallons Purchased \times \$8.00) + (Total Monthly Cost - Total Exempt Tax)

**The %'s included in the City's Cost calculation is # Streets and Maintenance (%AM) fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See WFC F-3

Procedures:

- Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption trends
- Expanded sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Mayor
- Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost
- Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Results:

- A review of District 3's Fuel Consumption for the month of February 2022 is as follows
 - A total of 172,345 gallons of fuel was purchased for the month
 - A total cost of \$530.22 was paid by the City for the month
 - An average of 3.44 days passed between fuel fill-ups
 - An average of \$3.09 per gallon of fuel was paid per transaction.
 - An average of 17,235 gallons of fuel was purchased per transaction
 - An average of \$33.62 worth of fuel was purchased per transaction

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DATE: _____ BY: _____ TO: _____

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage for March 2022 - District 3

No. of Fill-Ups	Date	Time	Address	Days between Fill-Ups	Fuel Type	Unit Cost	Gallons Purchased	Exempt Tax	Total Cost
1	2/21/2022	7:38	6100 Trowbridge Dr, El Paso, TX	UNL	\$3.203	16.034	\$51.36	\$2.93	
1	2/24/2022	9:13	8366 Alameda Ave, El Paso, TX	3	UNL	\$3.239	16.821	\$54.48	\$3.08
1	2/25/2022	9:44	8366 Alameda Ave, El Paso, TX	1	UNL	\$3.257	20.885	\$68.02	\$3.82
1	3/1/2022	8:34	7400 Alameda Ave, El Paso, TX	4	UNL	\$3.241	15.994	\$51.84	\$2.93
1	3/1/2022	10:53	2650 Trawood Dr, El Paso, TX	9	UNL	\$4.136	17.21	\$71.18	\$3.15
1	3/1/2022	9:53	6100 Trowbridge Dr, El Paso, TX	1	UNL	\$3.918	17.404	\$68.19	\$3.18
1	3/14/2022	13:51	1811 Hunter Dr 110, El Paso, TX	3	UNL	\$3.995	17.861	\$71.36	\$3.27
Totals							\$122.209	\$436.43	\$22.36
							\$3.57	\$17.458	\$62.35
									\$119
									\$123.85
									March

Purpose: To calculate total fuel consumption for District 3 for the month of March 2022.

Searcrt: Mr. Rene Barrera - Administrative Services Manager, Streets and Maintenance; "External Fuel Monthly Bill - March 2022 Detail" PDF

Notes:

*The City's Cost is calculated as follows: (Total Gallons Purchased \times \$3.57) + (Total Monthly Cost \times Total Exempt Tax)

**The 8% included in the City's Cost calculation is a Streets and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See [WP: F.3](#)

Procedures:

-Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption trends

-Expanded sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Mayor

-Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost

-Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Results:

A review of Districts 3's Fuel Consumption for the month of March 2022 is as follows:

-A total of 122.209 gallons of fuel was purchased for the month.

-A total cost of \$436.43 was paid by the City for the month.

-An average of 3.5 days passed between fuel fill-ups

-An average of \$3.57 per gallon of fuel was paid per transaction

-An average of 17.458 gallons of fuel was purchased per transaction

-An average of \$62.35 worth of fuel was purchased per transaction

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DATE: _____ BY: _____ TO: _____

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review I2023-06
Fuel Usage for May 2022 - District 3

No. of Fills	Date	Time	Address	Days between fill-ups	Fuel Type	Gallons Purchased	Total Cost	Exempt Tax
1	4/17/2022	16:26	7400 Alameda Ave, El Paso, TX		UNL	\$4,023	17.37	\$69.87
1	4/28/2022	10:23	995 Lomahand Dr, El Paso, TX	6	UNL	\$3,960	15.65	\$61.98
1	4/17/2022	9:54	7400 Alameda Ave, El Paso, TX	4	UNL	\$3,883	17.799	\$69.11
1	4/28/2022	14:33	1811 Hunter Dr 110, El Paso, TX	1	UNL	\$3,894	17.916	\$69.77
1	5/4/2022	15:01	11995 Gateway Blvd W, El Paso, TX	6	UNL	\$4,020	16,922	\$68.03
1	5/8/2022	14:31	1811 Hunter Dr 110, El Paso, TX	4	UNL	\$4,199	17,006	\$71.41
1	5/12/2022	11:49	8366 Alameda Ave, El Paso, TX	4	UNL	\$4,024	16,231	\$65.31
Total	7					\$4,023	118,897	\$475.48
				Average for the Month	4.17	\$4.00	16,985	\$67.93
								\$463.23
								(City's Cost)
								May

Purpose: To calculate total fuel consumption for District 3 for the month of May 2022.

Sources:

Mr. Rene Harraza - Administrative Services Manager, Streets and Maintenance, "External Fuel Monthly Bill - May 2022_ Detail" PDF

Notes:

"The City's Cost is calculated as follows: (Total Gallons Purchased \times 84¢*) + (Total Monthly Cost - Total Exempt Tax)

The 8¢ included in the City's Cost calculation is a Streets and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See [W/F: E-2](#)

Procedures:

-Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption trends

-Expanded Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost

-Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Calculated Average:

Results:

A review of Districts 3's Fuel Consumption for the month of May 2022 is as follows

-A total of 118,897 gallons of fuel was purchased for the month

-A total cost of \$463.23 was paid by the City for the month

-An average of 4.17 days passed between fuel fill-ups

-An average of \$4.00 per gallon of fuel was paid per transaction

-An average of 16,985 gallons of fuel was purchased per transaction

-An average of \$67.93 worth of fuel was purchased per transaction

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DATE: _____ BY: _____ TO: _____

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage for June 2022 - District 3

No. of Fill-Ups	Date	Time	Address	Days between fill-ups	Fuel Type	Unit Cost	Gallons Purchased	Total Cost	Exempt Tax
1	5/14/2022	9:32	905 Lomaland Dr. El Paso, TX		UNL	\$4.19	10.955	\$45.94	\$2.00
1	5/17/2022	17:16	8366 Alameda Ave. El Paso, TX	3	UNL	\$4.27	16.56	\$70.69	\$3.03
1	5/21/2022	7:29	6100 Ironbridge Dr. El Paso, TX	4	UNL	\$4.19	17.222	\$72.17	\$3.15
1	5/23/2022	8:46	8366 Alameda Ave. El Paso, TX	2	UNL	\$4.21	17.651	\$74.22	\$3.23
1	5/25/2022	17:06	8366 Alameda Ave. El Paso, TX	2	UNL	\$4.16	17.861	\$74.36	\$3.27
1	5/26/2022	14:52	5600 Alameda Ave. El Paso, TX	1	UNL	\$4.15	17.264	\$71.55	\$3.16
1	5/29/2022	21:41	1811 Hunter Dr 110. El Paso, TX	3	UNL	\$4.30	14.664	\$62.99	\$2.68
1	6/3/2022	16:10	1811 Hunter Dr 110. El Paso, TX	5	UNL	\$4.37	16.308	\$71.27	\$2.98
1	6/5/2022	10:04	6100 Ironbridge Dr. El Paso, TX	2	UNL	\$4.52	16.415	\$74.22	\$3.00
1	6/6/2022	21:53	1811 Hunter Dr 110. El Paso, TX	1	UNL	\$4.52	24.613	\$111.28	\$4.50
1	6/9/2022	17:14	7879 N Loop @ Mauer. El Paso, TX	3	UNL	\$4.45	17.773	\$79.12	\$3.25
1	6/18/2022	13:05	905 Lomaland Dr. El Paso, TX	2	UNI	\$4.53	12.657	\$57.34	\$2.32
1	6/14/2022	14:31	1811 Hunter Dr 110. El Paso, TX	3	UNL	\$4.45	17.113	\$76.13	\$3.13
Totals	13					\$4.33	16.697	\$72.41	\$3.05
				Average for the Month		2.58			
								City's Cost*	\$918.94

Purpose: To calculate total fuel consumption for District 3 for the month of June 2022.

Source: Mr. Rene Barrera - Administrative Services Manager, Streets and Maintenance; "External Fuel Monthly Bill - January 2022 to December 2022" Excel.
"External Fuel Monthly Bill - District 3 and 6 Detail" PDF.

Notes:

- *The City's Cost is calculated as follows: (Total Gallons Purchased x 8%**)+(Total Monthly Cost - Total Exempt Tax)
- **The 8 % included in the City's Cost calculation is a Streets and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See [W/P: F-3](#)

Procedures:

- Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption trends
- Expanded sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Mayor
- Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost
- Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Results:

- A review of District 3's Fuel Consumption for the month of June 2022 is as follows:
- A total of 217.056 gallons of fuel was purchased for the month.
- A total cost of \$918.94 was paid by the City for the month.
- An average of 2.58 days passed between fuel fill-ups.
- An average of \$4.33 per gallon of fuel was paid per transaction
- An average of 16.697 gallons of fuel was purchased per transaction
- An average of \$72.41 worth of fuel was purchased per transaction

TO: _____
BY: _____
DATE: _____

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage for July 2022 - District 3

No. of PMS Upd	Date	Time	Address	Days between fill-ups	Fuel Type	Unit Cost	Gallons Purchased	Total Cost	Exempt Tax
1	6/16/2022	8:40	2050 Trawood Dr, El Paso, TX		UNL	\$4.293	24.644	\$105.80	\$4.51
1	6/17/2022	13:48	7300 Alameda Ave, El Paso, TX	1	UNL	\$4.192	15.859	\$66.49	\$2.90
1	6/22/2022	16:00	8366 Alameda Ave, El Paso, TX	5	UNL	\$4.044	31.191	\$126.15	\$5.71
1	6/23/2022	11:58	6100 Trowbridge Dr, El Paso, TX	3	UNL	\$4.051	9.522	\$38.58	\$1.74
1	6/23/2022	18:05	1811 Hunter Dr 110 El Paso, TX	2	UNL	\$4.142	16.478	\$68.25	\$3.02
1	7/5/2022	8:45	6100 Trowbridge Dr El Paso, TX	8	UNL	\$4.055	16.908	\$68.57	\$3.09
1	7/6/2022	12:24	6100 Trowbridge Dr, El Paso, TX	1	UNL	\$4.055	14.319	\$58.07	\$2.62
1	7/10/2022	13:19	995 Lomaland Dr, El Paso, TX	4	UNL	\$3.836	24.254	\$93.03	\$4.44
Totals	8						153.177	\$624.94	\$28.03
			Average for the Month	3.43			\$4.06	19.147	\$78.12
								\$609.16	

Purpose: To calculate total fuel consumption for District 3 for the month of July 2022.

Source:

Mr. René Barraza - Administrative Services Manager, Streets and Maintenance. "External Fuel Monthly Bill - July 2022_Detail" PDI.

Notes:

*The City's Cost is calculated as follows: (Total Gallons Purchased \times 8%**) + (Total Monthly Cost - Total Exempt Tax)

**The 8% included in the City's Cost calculation is a Streets and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See [WP: F3](#)

Procedures:

Results:

-Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption trends.

-Expanded sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Mayor.

-Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost

-Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Results:

A review of District 3's Fuel Consumption for the month of July 2022 is as follows.

-A total of 153.177 gallons of fuel was purchased for the month.

-A total cost of \$609.16 was paid by the City for the month.

-An average of 3.43 days passed between fuel fill-ups

-An average of \$4.06 per gallon of fuel was paid per transaction

-An average of 19.147 gallons of fuel was purchased per transaction

-An average of \$78.12 worth of fuel was purchased per transaction

PUBLIC RECORDS INFORMATION

ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: _____ BY: _____ TO: _____

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage for August 2022 - District 3

No. of Fill-Ups	Date	Time	Address	Days between Fill-Ups	Fuel Type	Unit Cost	Gallons Purchased	Total Cost	Exempt Tax
1	7/16/2022	21:39	995 Lomaland Dr, El Paso, TX		UNL	\$3.54	31.059	\$14.63	\$3.85
1	7/17/2022	14:28	8366 Alameda Ave, El Paso, TX	1	UNL	\$3.55	14.631	\$51.95	\$2.68
1	7/19/2022	16:38	6100 Troubridge Dr, El Paso, TX	2	UNL	\$3.55	16.947	\$58.19	\$3.10
1	7/20/2022	18:56	8366 Alameda Ave, El Paso, TX	1	UNL	\$3.58	24.275	\$86.82	\$4.44
1	7/22/2022	11:44	1811 Hunter Dr 110, El Paso, TX	2	UNL	\$3.59	5.367	\$19.25	\$0.98
1	7/23/2022	16:29	1811 Hunter Dr 110, El Paso, TX	1	UNL	\$3.47	11.848	\$41.12	\$2.17
1	7/27/2022	19:42	599 N Yarborough Dr, El Paso, TX	4	UNL	\$3.52	17.370	\$61.14	\$3.18
1	8/1/2022	19:42	1811 Hunter Dr 110, El Paso, TX	5	UNL	\$3.41	16.830	\$57.36	\$3.08
1	8/1/2022	16:35	1811 Hunter Dr 110, El Paso, TX	3	UNL	\$3.31	16.520	\$54.65	\$3.02
1	8/9/2022	14:19	6100 Troubridge Dr, El Paso, TX	5	UNL	\$3.17	16.746	\$53.10	\$3.06
1	8/11/2022	7:23	599 N Yarborough Dr, El Paso, TX	2	UNL	\$3.26	30.303	\$98.82	\$5.55
1	8/11/2022	11:42	1811 Hunter Dr 110, El Paso, TX	2	UNL	\$3.35	16.080	\$53.81	\$2.94
Total	12							\$1712.84	\$38.05
								\$691.43	
									Average for the Month
									2.55
									City's Cost*
									\$691.43
									August

Purpose: To calculate total fuel consumption for District 3 for the month of August 2022.
Source: Mr. Rene Barranza - Administrative Services Manager, Streets and Maintenance; "External Fuel Monthly Bill - January 2022 to December 2022" Excel, "External Fuel Monthly Bill - District 3 and 6 Detail" PDF.

Notes:
•The City's Cost is calculated as follows: (Total Gallons Purchased x 8%***) + (Total Monthly Cost - Total Exempt Tax)
•The 8 % included in the City's Cost calculation is a Streets and Maintenance (\$AM) fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See [WPC-E3](#)

Procedure:
-Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption trends
-Expanded sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Mayor
-Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost
-Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Results:
A review of District 3's Fuel Consumption for the month of August 2022 is as follows:
-A total of 217.976 gallons of fuel was purchased for the month.
-A total cost of \$691.43 was paid by the City for the month.
-An average of 2.55 days passed between fuel fill-ups.
-An average of \$3.44 per gallon of fuel was paid per transaction.
-An average of 17.331 gallons of fuel was purchased per transaction
-An average of \$39.40 worth of fuel was purchased per transaction

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

TO: _____
BY: _____
DATE: _____

BACK / BACK 3

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage for September 2022 - District 3

No. of Fills	Date	Time	Address	Days between Fills	Fuel Type	Unit Cost	Gallons Purchased	Total Cost	Exempt Tax
1	8/19/2022	8:59	6100 Townbridge Dr. El Paso, TX	5	UNL	\$1.28	17.057	\$55.98	\$1.12
1	8/24/2022	21:31	7400 Alameda Ave. El Paso, TX	1	UNL	\$3.29	23.686	\$77.86	\$4.33
1	8/25/2022	19:11	7150 Alameda Ave. El Paso, TX	1	UNL	\$3.33	22.81	\$76.00	\$4.17
1	8/26/2022	16:12	8366 Alameda Ave. El Paso, TX	1	UNL	\$3.26	12.591	\$40.93	\$2.30
1	9/1/2022	18:02	1811 Hunter Dr 110, El Paso,TX	6	UNL	\$3.18	17.189	\$54.65	\$3.15
1	9/7/2022	10:57	8366 Alameda Ave. El Paso, TX	6	UNL	\$3.19	24.25	\$77.24	\$4.44
1	9/9/2022	20:58	11995 Gateway Blvd W. El Paso, TX	2	UNL	\$3.09	16.917	\$52.24	\$3.10
1	9/11/2022	9:58	1811 Hunter Dr 110, El Paso,TX	2	UNL	\$3.24	23.338	\$75.50	\$4.27
Totals	8						157.838	\$50.45	\$28.88
				Average for the Month			\$3.29	\$3.23	\$3.61
								City's Cost*	\$494.20
				September					

Purpose: To calculate total fuel consumption for District 3 for the month of September 2022.

Source:

Mr. Rene Barraza - Administrative Services Manager, Streets and Maintenance; "External Fuel Monthly Bill - September 2022, Detail" PDF.

Note:

"The City's Cost is calculated as follows: (Total Gallons Purchased x 8%**)+(Total Monthly Cust - Total Exempt Tax)

- *The 8 % included in the City's Cost calculation is a Streets and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See [WTP: F-3](#)

Procedures:

-Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption trends

-Expanded sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Mayor

-Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost

-Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Results:

A review of District 3's Fuel Consumption for the month of September 2022 is as follows:

- A total of 157.838 gallons of fuel was purchased for the month
- A total cost of \$494.20 was paid by the City for the month
- An average of 3.29 days passed between fuel fill-ups
- An average of \$3.23 per gallon of fuel was paid per transaction
- An average of 19.73 gallons of fuel was purchased per transaction
- An average of \$63.81 worth of fuel was purchased per transaction

Triple 1

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: _____ BY: _____ TO: _____

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review FY2023-FY2024
Fuel Usage for November 2022 - District 3

No. of Fil. Up	Date	Time	Address	Days between Fil-Ups	Fil-Ups	Pick Type	Unit Cost	Gallons Purchased	Total Cost	Exempt Tax
1	10/31/2022	19:06	7879 N Loop 6 Mauer, El Paso, TX			UNL	\$3.46	15,106	\$52,64	\$2.78
-	11/2/2022	13:39	1811 Hunter Dr 110, El Paso, TX	2		UNL	\$3.42	16,933	\$57,97	\$3.10
-	11/3/2022	7:34	995 Lorraine Dr, El Paso, TX	1		UNL	\$3.49	24,519	\$85.45	\$4.49
-	11/6/2022	21:36	995 Lorraine Dr, El Paso, TX	3		UNL	\$3.54	10,464	\$37.03	\$1.91
-	11/9/2022	19:02	1811 Hunter Dr 110, El Paso, TX	3		UNL	\$3.45	17,317	\$59.71	\$3.17
-	11/13/2022	15:54	1811 Hunter Dr 110, El Paso, TX	4		UNL	\$3.36	17,672	\$59.40	\$3.23
-	11/19/2022	19:16	6100 Trowbridge Dr, El Paso, TX	6		UNL	\$3.12	16,321	\$50.93	\$2.99
-	11/21/2022	9:11	6100 Trowbridge Dr, El Paso, TX	2		UNL	\$3.06	19,244	\$58.89	\$3.52
-	11/22/2022	12:05	7400 Alameda Ave, El Paso, TX	1		UNL	\$3.06	4,620	\$14.14	\$0.85
-	11/25/2022	11:38	1811 Hunter Dr 110, El Paso, TX	3		UNL	\$3.07	20,166	\$61.82	\$3.69
Totals	10							162,472	\$537.98	\$29.73
Average for the Month				2.78			\$3.30	16,247	\$53.88	\$2.97
										\$521.25
										City's Cost*

To calculate total fuel consumption for District 3 for the month of November 2022

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External Fuel Month - Bill Manager, Streets and Maintenance, "External Fuel Month"

The City's Cost is calculated as follows. (Total Gallons Purchased $\times \$\text{ per gallon}$) + (Total Monthly Cost - Total Exempt Tax) See WPF F3

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- Procedures:**

 - Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption.
 - Expanded sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Mayor.
 - Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost
 - Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Results: A review of District 3's Fuel Consumption for the month of November, 1998, showed that a total of 162,472 gallons of fuel were purchased for the month.

- A total of 102,412 gallons of fuel was purchased per month.
 - A total cost of \$521.25 was paid by the City for the month.
 - An average of 2.78 days passed between fuel fill-ups.
 - An average of 2.78 days passed between fuel fill-ups.
 - An average of \$3.30 per gallon of fuel was paid per transaction.
 - An average of 16.247 gallons of fuel was purchased per transaction.
 - An average of \$51.80 worth of fuel was purchased per transaction.

ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOV'T. CODE CH. 552)

BY: _____

City of El Paso Texas
Internal Audit Office
City Council/City Manager's Office P-Carl Travel Fuel Card Review P2023-06
Fuel Usage for December 2022 - District 3

No. of Fills	Date	Time	Address	Days between Fill-Ups	Fuel Type	Unit Cost	Total Cost	Gallons Purchased	Total Cost	Exempt Tax
1	12/1/2022	7:49	1811 Hunter Dr 110, El Paso, TX		UNL	\$2.989	\$17.243		\$51.53	\$3.16
1	12/22/2022	17:06	1811 Hunter Dr 110, El Paso, TX	1	UN+	\$3.165	\$19.324		\$61.15	\$3.54
1	12/6/2022	19:18	1811 Hunter Dr 110, El Paso, TX	4	UN+	\$3.037	\$17.593		\$53.43	\$3.22
1	12/9/2022	17:32	1811 Hunter Dr 110, El Paso, TX	3	SUP	\$3.121	\$9.348		\$72.34	\$4.24
1	12/18/2022	10:25	1811 Hunter Dr 110, El Paso, TX	9	UNI	\$2.678	\$22.874		\$54.48	\$2.76
1	12/20/2022	16:12	7400 Alameda Ave, El Paso, TX	2	SUP	\$2.936	\$18.694		\$54.88	\$3.42
1	12/27/2022	13:53	3601 Montana Ave, El Paso, TX	7	UNL	\$2.913	\$20.99		\$59.39	\$1.85
Totals								118.998	\$357.20	\$21.79
								\$2.98	\$17.000	\$51.03
									\$144.93	
										City's Cost*
										TO: _____
										BY: _____
										DATE: _____

Purpose: To calculate total fuel consumption for District 3 for the month of December 2022.

Source:

Mr. Rene Barraza - Administrative Services Manager, Streets and Maintenance; "External Fuel Monthly Bill - December 2022_Detail" PDF.

Notes:

*The City's Cost is calculated as follows: (Total Gallons Purchased x \$2.98) + (Total Monthly Cost - Total Exempt Tax)

**The \$ 79 included in the City's Cost calculation is a Streets and Maintenance (SAM) fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See [WF: F-3](#)

Procedures:

- Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption trends
- Expanded sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Mayor
- Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost
- Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Results:

A review of District 3's Fuel Consumption for the month of December 2022 is as follows:

- A total of 118.998 gallons of fuel was purchased for the month
- A total cost of \$144.93 was paid by the City for the month
- An average of 4.33 days passed between fuel fill-ups
- An average of \$2.98 per gallon of fuel was paid per transaction
- An average of 17 gallons of fuel was purchased per transaction
- An average of \$51.03 worth of fuel was purchased per transaction

PUBLIC RECORDS INFORMATION
PUBLIC RECORDS SUBJECT TO NONDISCLOSURE
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE WITH THE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

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BACK/BACK

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-46
Fuel Usage for January 2023 - District 3

To calculate [cost] consumption for Kishinev 2 for the month of January 2023

TO Calculate total labor cost per month: **First Month:** Bill - January 2003 Details

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Notes:
• The City's Cost is calculated as follows: $(\text{Total Gallons Purchased} \times 8\%) + (\text{Total Monthly Cost} - \text{Total Exempt Tax})$
• The 8% included in the City's Cost calculation is a Streets and Maintenance (SAM) Fee to cover direct and indirect costs of the City of Pitts' Fuel Program. See [WPF-13](#)

Environ Biol Fish (2007) 79:333–343

- Analyzed most recent months fuel consumption trends in Calendar Year 2013. Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City Cost. Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, as well as an average of District 3's Fuel Consumption for the month of January.

Digitized by srujanika@gmail.com

A review of District 3's Fuel Consumption for the month of January

- A total cost of \$43,305 gallons of fuel was purchased for the month. A total cost of \$43,305 gallons of fuel was purchased for the month. An average of 3.86 days passed between each fuel fill-ups. An average of 53.31 per gallon of fuel was paid per transaction. An average of 18.63 gallons of fuel was purchased per transaction. An average of \$16.60 worth of fuel was purchased per transaction.

PUBLIC RECORDS INFORMATION
PUBLIC ELEMENTS SUBJECT TO NONDISCLOSURE
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE WITH THE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

City Council City Managers Office P.O. Box 1000
Interim Admin Office
City of El Paso Texas
File # 100-1000
Date for Judgment 2023.

To calculate total fuel consumption for District 3 for the month of February, 2023

Scopus

^{Notes:} ^aThe City's Cost is calculated as follows: [(Total Gallons Purchased \times \$0.00) + (Total Monthly Cost - Total Exempt Tax)]
^bCity of El Paso Fuel Program See WIP: F-3
^cCommercial and Manufacturing (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program

- Procedure:**
 An analysis of most recent months' fuel consumption trends in Calendar Year 2023 as per Chief Internal Auditor's report.
 Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost
 Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Results:
 A review of Districts 3's Fuel Consumption for the month of February 2023 is as follows

 - A total of 150,472 gallons of fuel was purchased for the month
 - A total cost of \$428,80 was paid by the City for the month.
 - An average of 3.25 days passed between fuel fill-ups
 - An average of \$2.94 per gallon of fuel was paid per transaction.
 - An average of 16,719 gallons of fuel was purchased per transaction
 - An average of \$19.17 worth of fuel was purchased per transaction

Results:

- A review of District 3's Fuel Consumption for the month of February shows a total of 1,510,472 gallons of fuel was purchased for the month.
- A total cost of \$42,80 was paid by the City for the month.
- An average of 32 days passed between fuel fill-ups
- An average of \$2 per gallon of fuel was paid per transaction
- An average of 16,719 gallons of fuel was purchased per transaction
- An average of \$49.17 worth of fuel was purchased per transaction

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

TO: _____
BY: _____
DATE: _____

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card, Travel, Fuel Card Review F2023-06
Fuel Usage for March 2023 - District 3

To calculate total fuel consumption for District 3 for the month of March 2023
Ms. Alondra Murillo - Business & Financial Manager - Mr. Rene Barrazas - Administrative Services Manager. Streets and Maintenance "External Fuel Monthly Bill March 2023" Details PDF

Journal of Business Ethics 11(1)

¹The CVA Cost is calculated as follows: $\frac{\text{Total Gallons Purchased} \times \$0.05}{1000 \text{ Monthly Cases}} + \text{User Extra Charge}$

Analysis: The following table presents the analysis of recent months fuel consumption trends in Calendar Year 2023 as per Chief Internal Audit.

A summary of District 12 First Commencement for the month of May.

- An average of \$13.53 per gallon of fuel was purchased for the month.
- A total of 118,516 gallons of fuel were purchased for the month.
- A total cost of \$373,76 was paid by the City for the month.
- An average of 3.14 days passed between fuel fill-ups
- An average of 15.15 gallons of fuel was paid per transaction
- An average of 14.85 gallons of fuel was purchased per transaction
- An average of \$46.72 worth of fuel was purchased per transaction

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TELEASURURY ACT OF 2005.

To: _____
Date: _____ BY: _____

City of El Paso Texas
 Internal Audit Office
 City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
 Fuel Usage Summary From January 2022 to December 2022 - District 3

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost	Comments	W/B Reference
Jan-22	8	3.43	98,873	\$273.39		
Feb-22	10	3.44	172,345	\$512.47		
Mar-22	7	3.50	122,209	\$423.85		
Apr-22	7	4.17	116,055	\$451.25		
May-22	7	4.17	118,897	\$463.23		
Jun-22	13	2.58	217,056	\$918.94		
Jul-22	8	3.43	153,177	\$669.16		
Aug-22	12	2.55	207,976	\$691.43		
Sep-22	8	3.29	157,838	\$494.20		
Oct-22	15	2.93	298,076	\$987.39		
Nov-22	10	2.78	162,472	\$521.25		
Dec-22	7	4.33	118,998	\$344.93		
Totals	112		1943,972	\$6,691.49		

Purpose: To calculate total fuel consumption for District 3 for calendar year 2022.

Source: Mr. Rene Barraza - Administrative Services Manager, Streets and Maintenance Department.

Procedures:
 -Analyzed most recent months' fuel consumption trends in Calendar Year 2022 as per Chief Internal Auditor's instructions

-Expanded sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Mayor.

-Calculated Total Gallons Purchased, Gross Cost and Net Cost.

-Calculated Average Days Between Fill-Ups

Results:
 A review of District 3's Fuel Consumption from the months of January 2022 to December 2022 demonstrated that:

-A total of 1,943,972 gallons of fuel was purchased for the year.

-A total of 112 fuel fill-ups for the year.

-A total cost of \$6,691.49 per month was paid by the City for fuel.

PUBLIC RECORDS INFORMATION
 ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
 HAVE BEEN REMOVED IN ACCORDANCE WITH THE
 TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

TO: _____
 BY: _____
 DATE: _____

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card. Travel Fuel Card Review P2023-06
Fuel Usage Summary From January 2023 to March 2023 - District 3

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost	Comments	WIP Reference
Jan-23	8	3.86	145.305	\$ 437.85		
Feb-23	9	3.25	150.472	\$ 428.80		
Mar-23	8	3.14	118.516	\$ 361.55		
Totals	17		414.293	\$ 1,228.20		

Purpose: To calculate total fuel consumption for District 3 for the calendar year 2023.

Source: Mr. Rene Barraza - Administrative Services Manager, Streets and Maintenance.

Procedures:

- Analyzed most recent months' fuel consumption trends in Calendar Year 2023 as per Chief Internal Auditor's instructions.
- Calculated Total Gallons Purchased, Gross Cost and Net Cost.
- Calculated Average Days Between Fill-Ups.

Results:

A review of Districts 3's Fuel Consumption from January 2023 to March 2023 demonstrated that:

- A total of 414.293 gallons of fuel was purchased.
- A total of 17 fuel fill-ups for January and February.
- A total cost of \$1228.20 was paid by the City for fuel.

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
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TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)
DATE: _____ BY: _____ TO: _____

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Biographical Details Contact Information Regional

Claudia Rodriguez

Person ID: 027873

Current Addresses Personalize Find View All First 1-2 of 2 Last

Address Type	As Of Date	Status	Address
Home	02/17/2020	A	[REDACTED]
Mailing	02/20/2020	A	[REDACTED]

[View Address Details](#)

[View Address Details](#)

Phone Information Personlize Find View All First 1 of 1 Last

Phone Type	Telephone	Extension	Preferred
Home	[REDACTED]	1	<input checked="" type="checkbox"/>

Email Addresses Personlize Find View All First 1 of 1 Last

Email Type	Email Address	Preferred
Business	RodriguezCL@dpasote.k12.gov	<input checked="" type="checkbox"/>

Instant Message IDs Personlize Find View All First 1 of 1 Last

Network ID	Protocol	Domain	Preferred
			<input type="checkbox"/>

Save Return to Search Notify Refresh Update/Display Include History

PUBLIC RECORDS INFORMATION
PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NON-DISCLOSURE
ALL CASE ELEMENTS SUBJECT TO NON-DISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)
TO: _____
BY: _____
DATE: _____

Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage for January 2022 - District 6

No. of Fill-Ups	Date	Time	Address	Days Between	Units	Gallons Purchased	Trans-Cost	Direct-P
1	1/21/2022	18:25	2100 N Zaragoza Rd, El Paso, TX		SUP	\$3,295	11,339	\$37.36
1	1/21/2022	17:51	1330 N Zaragoza Rd, El Paso, TX	3	SUP	\$2,875	18,715	\$33.81
1	1/21/2022	10:54	1811 Hunter Dr 110, El Paso, TX	6	SUP	\$3,173	18,816	\$39.70
1	1/31/2022	21:16	10026 Montana Ave, El Paso, TX	8	SUP	\$2,849	18,828	\$33.65
1	1/20/2022	11:35	1490 George Dieter Dr, El Paso, TX	5	SUP	\$3,221	18,864	\$60.77
1	1/22/2022	13:13	1490 George Dieter Dr, El Paso, TX	4	SUP	\$3,161	18,276	\$37.77
Total	6					4,538	\$2,110	\$323.06
Average for the Month						756.33	\$372.27	\$53.84

January

City's Cost*

\$312.27

Procedure: To calculate total fuel consumption for District 6 for the month of January 2022.

Source:

Mr. René Barraza - Administrative Services Manager, Streets and Maintenance: "External Fuel Monthly Bill - January 2022_ Details" PDF

Notes:

The City's Cost is calculated as follows: (Total Gallons Purchased \times 8%) + (Total Monthly Cost - Total Exempt Tax)

**The 8% included in the City's Cost calculation is a Streets and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See WEP-E3

Procedures:

- Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption trends
- Expanded sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Mayor

-Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost

-Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Results:

A review of Districts 6's Fuel Consumption for the month of January 2022 is as follows:

- A total of 4,538 gallons of fuel was purchased for the month
- A total cost of \$312.27 was paid by the City for the month
- An average of 4.33 days passed between fuel fill-ups.
- An average of \$3.10 per gallon of fuel was paid per transaction
- An average of 17.473 gallons of fuel was purchased per transaction
- An average of \$53.84 worth of fuel was purchased per transaction

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
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DATE: _____ BY: _____ TO: _____

Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2021-06
Fuel Usage for March 2022 - District 6

No. of Fill-Ups	Date	Time	Address	Fuel Type	Unit Cost	Purchased	Gallons	Total Cost	Exempt Tax
1	2/15/2022	17:41	1490 George Deter Dr, El Paso, TX	UNL	\$3.250	11.261	\$36.60	\$2.06	
1	2/19/2022	13:00	2050 Trewood Dr, El Paso, TX	4	UNL	\$3.183	6.77	\$21.55	\$1.24
1	2/21/2022	13:48	8160 Gateway Blvd E, El Paso, TX	3	UNL	\$3.199	8.777	\$28.08	\$1.61
1	2/21/2022	15:56	1811 Hunter Dr, El Paso, TX	7	UNL	\$3.241	7.476	\$24.23	\$1.37
1	3/3/2022	16:12	6680 Montana Dr, El Paso, TX	2	UNL	\$3.488	7.607	\$26.53	\$1.39
1	3/8/2022	11:01	8160 Gateway Blvd E, El Paso, TX	5	UNL	\$3.969	7.438	\$29.67	\$1.36
1	3/10/2022	17:10	10026 Montana Ave, El Paso, TX	2	UNL	\$4.136	17.861	\$57.87	\$3.27
Totals	7				3.25		67.19	\$240.53	\$12.30
			Average for the Month				3.29	\$34.36	\$1.76

March

City's Cost*

\$233.61

Procedure: To calculate total fuel consumption for District 6 for the month of March 2022
Source: Mr. Rene Barraza - Administrative Services Manager, Streets and Maintenance, "External Fuel Monthly Bill - March 2022, Details" PDF

Notes:

"The City's Cost is calculated as follows (Total Gallons Purchased x 8%)* + (Total Monthly Cost - Total Exempt Tax)

*The 8 % included in the City's Cost calculation is a Streets and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See [WFO: F-2](#)

Procedures:

-Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption trends

-Expanded sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Mayor

-Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost

-Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Results:

A review of Districts 6's Fuel Consumption for the month of March 2022 is as follows

-A total of 67.19 gallons of fuel was purchased for the month

-An average of 3.29 days passed between fuel fill-ups.

-An average of \$3.50 per gallon of fuel was paid per transaction

-An average of 9.599 gallons of fuel were purchased per transaction

-An average of \$34.36 worth of fuel was purchased per transaction

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
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DATE: _____ BY: _____ TO: _____

Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage for April 2022 - District 6

No. of Trns	Fuel Type	Date	Address	Dept	Distance Between Fills-Ups	Unit Cost	Per Gallon Total Cost	Gallons	Exempt Tax
1	3/1/2022	16:35	6200 Gateway Blvd E, El Paso, TX	UNL	\$3.999	17.861	\$71.43	\$3.27	
1	3/21/2022	17:53	6200 Gateway Blvd E, El Paso, TX	UNL	\$4.000	18.12	\$72.49	\$3.32	
1	3/29/2022	9:32	6200 Gateway Blvd E, El Paso, TX	UNL	\$4.18	13.342	\$55.34	\$2.44	
1	3/30/2022	11:29	1330 N Zaragoza Rd, El Paso, TX	SUP	\$4.296	16.74	\$71.91	\$3.06	
1	4/3/2022	10:45	2100 N Zaragoza Rd, El Paso, TX	SUP	\$3.897	17.049	\$66.44	\$3.12	
1	4/8/2022	14:09	10926 Montana Ave, El Paso, TX	SUP	\$3.805	17.049	\$64.87	\$3.12	
1	4/14/2022	10:45	1330 N Zaragoza Rd, El Paso, TX	SUP	\$4.094	17.446	\$71.42	\$3.19	
Totals			Average for the Month		4.14	\$4.03	16,801	\$67.70	\$3.07
							City's Cost*		\$46.179

Purpose: To calculate total fuel consumption for District 6 for the month of April 2022
Source: Mr. Rene Barrera - Administrative Services Manager, Streets and Maintenance, "External Fuel Monthly Bill - April 2022, Details" PDF

Note: "The City's Cost is calculated as follows: (Total Gallons Purchased \times \$4.03) + (Total Monthly Cost - Total Exempt Tax)

*The 8% included in the City's Cost calculation is a Streets and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See [WFB.E.3](#)

Procedures:

- Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption trends
- Expanded sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Mayor

-Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost

-Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Results:

A review of District 6's Fuel Consumption for the month of April 2022 is as follows

- A total of 117,607 gallons of fuel was purchased for the month.
- A total cost of \$46.179 was paid by the City for the month.
- An average of 4.14 days passed between fuel fill-ups.
- An average of \$4.03 per gallon of fuel was paid per transaction.
- An average of 16.801 gallons of fuel was purchased per transaction
- An average of \$67.70 worth of fuel was purchased per transaction

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
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TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: _____ BY: _____ TO: _____

Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Final Report for May 2023 - December 6

No. of ECU Up:	Date	Time	Address	Day Hours Run	Run Min.	Test Cost	Gallons	Test Cost/ Gallon	Exempt Rate
1	4/7/2022	20:48	\$160 Gateway Blvd E, El Paso, TX	SUP		\$4,364	17,446	\$76.13	\$3.19
1	4/8/2022	10:56	11601 Regas @Pendale, El Paso, TX	SUP	3	\$4,348	16,308	\$70.90	\$2.98
1	4/7/2022	8:57	11601 Regas @Pendale, El Paso, TX	SUP	5	\$4,271	16,597	\$70.89	\$3.04
1	4/8/2022	13:00	6200 Gateway Blvd E, El Paso, TX	SUP	5	\$3,984	16.5	\$65.74	\$3.02
1	4/7/2022	10:05	10026 Montana Ave, El Paso, TX	SUP	4	\$4,020	16,356	\$65.76	\$2.99
1	5/7/2022	19:35	11601 Regas @Pendale, El Paso, TX	SUP	3	\$4,439	16.67	\$74.00	\$3.01
1	5/7/2022	9:18	11601 Regas @Pendale, El Paso, TX	SUP	4	\$4,427	15,628	\$59.19	\$2.86
Totals						\$4,26	16,501	\$70.37	\$3.02
				343					
									Average for the Month

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
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TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: _____ **BY:** _____ **TO:** _____

- A review of Districts 6's Fuel Consumption for the month of May 2022 is as follows
- A total of 115,505 gallons of fuel was purchased for the month
- A total cost of \$480,772 was paid by the City for fuel
- An average of 3.43 days passed between fuel fill-ups.
- An average of \$4,26 per gallon of fuel was paid per transaction
- An average of 16,501 gallons of fuel was purchased per transaction
- An average of \$70.37 worth of fuel was purchased per transaction

Purpose: To calculate total fuel consumption for District 6 for the month of May 2022
Source: Mr. Ross Dawson - Administrator Services Manager Streets and Maintenance

City's Cost
Bill - Mar. 2022. Details" PDF
S 480.72

Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2022-06
Fuel Usage for June 2022 - District 6

No. #/Date	Date	Time	Address	Days Between Fill-Ups	Gas Price	Gallons	Direct Cost	Exempt Tax
1	5/19/2022	13:30	11601 Rivas @ Pendale, El Paso, TX	SUP	\$4.456	15.628	\$69.64	\$2.86
1	5/16/2022	16:47	1490 George Dieter Dr, El Paso, TX	SUP	\$4.367	15.368	\$70.64	\$2.81
1	5/21/2022	11:21	8160 Gateway Blvd E, El Paso, TX	SUP	\$4.519	15.467	\$69.89	\$2.83
1	5/21/2022	12:51	1330 N Zaragosa Rd, El Paso, TX	SUP	\$4.519	0.206	\$0.93	\$0.04
1	5/22/2022	19:14	400 Van Horn Dr, Van Horn, TX	SUP	\$5.399	13.591	\$75.00	\$2.54
1	5/24/2022	11:03	8160 Gateway Blvd E, El Paso, TX	SUP	\$4.579	15.793	\$71.53	\$2.89
1	5/24/2022	13:47	8160 Gateway Blvd E, El Paso, TX	SUP	\$4.528	16.708	\$75.66	\$3.06
1	5/21/2022	14:29	11601 Rivas @ Pendale, El Paso, TX	SUP	\$4.664	17.365	\$80.64	\$3.18
Total	8				2.25	\$4.65	118.526	\$513.93

Average for the Month

June

City's Cost:

\$502.54

Purpose: To calculate total fuel consumption for District 6 for the month of June 2022

Source

Mr. Rene Barrera - Administrative Services Manager, Streets and Maintenance - "External Fuel Monthly Bill - June 2022 Details" PDF

Notes:

The City's Cost is calculated as follows: (Total Gallons Purchased x 8%) + (Total Monthly Cost - Total Exempt Tax)

**The 8 % included in the City's Cost calculation is a Streets and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See WTB: E3

Procedures:

- Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption trends
- Expanded sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Mayor
- Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost
- Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Results:

- A review of Districts 6's fuel Consumption for the month of June 2022 is as follows
- A total of 110.526 gallons of fuel was purchased for the month
- A total cost of \$502.54 was paid by the City for the month
- An average of 2.25 days passed between fuel fill-ups
- An average of \$4.65 per gallon of fuel was paid per transaction
- An average of 13.816 gallons of fuel was purchased per transaction
- An average of \$64.24 worth of fuel was purchased per transaction

PUBLIC RECORDS INFORMATION
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DATE: _____ BY: _____ TO: _____

Internal Audit Office
City Council/City Manager's Office P-Card, Travel/Fuel Card Review P2021-06
Fuel Usage for July 2022 - District 6

No. of Fill-Ups	Date	Average Days Between	Date	Gallons Purchased	Total Cost	Total Exempt Tax	Total Fuel Cost	
1	6/22/2022	6-21	3525 N Yarbrough Dr, El Paso, TX	SUP	\$4,452	20,138	\$89.66	\$3,69
1	6/27/2022	7-31	11601 Rejas @Pendale, El Paso, TX	SUP	\$4,546	20,121	\$91.42	\$3,68
1	7/1/2022	13-45	6680 Montana Ave, El Paso, TX	SUP	\$4,474	18,967	\$84.86	\$3,47
1	7/1/2022	19-03	11601 Rejas @Pendale, El Paso, TX	SUP	\$4,141	20,342	\$84.23	\$3,72
1	7/1/2022	19-14	8160 Gateway Blvd E, El Paso, TX	SUP	\$4,216	20,041	\$84.50	\$3,67
1	7/1/2022	11-13	6680 Montana Ave, El Paso, TX	UNL	\$3,630	19,518	\$70.84	\$3,57
Totals				3,67	\$4,24	19,855	\$84.26	\$3,63

Answer for the Month

July

City's Cost*

\$393.30

Purpose: To calculate total fuel consumption for District 6 for the month of July 2022.

Source: Mr Rene Barrera - Administrative Services Manager, Streets and Maintenance, "External Fuel Monthly Bill - July 2022, Details" PDF

Notes: The City's Cost is calculated as follows: (Total Gallons Purchased * 8%**) + (Total Monthly Cost - Total Exempt Tax)

**The 8 % included in the City's Cost calculation is a Streets and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See [WFO-P-3](#)

Procedures: Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption trends

-Expanded sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Mayor.

-Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost

-Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Results:

A review of Districts 6's Fuel Consumption for the month of July 2022 is as follows:

-A total of 119.127 gallons of fuel was purchased for the month

-A total cost of \$4,93.30 was paid by the City for the month

-An average of 3.67 days passed between fuel fill-ups

-An average of \$4.24 per gallon of fuel was paid per transaction

-An average of 19.855 gallons of fuel was purchased per transaction

-An average of \$84.26 worth of fuel was purchased per transaction

PUBLIC RECORDS INFORMATION
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DATE: _____ BY: _____ TO: _____

Internal Audit Office
City Council City Manager's Office P-Cord, Travel Fuel Card Review P2023-06
Fuel Usage for August 2022 - District 6

No. of Rows	Date	Time	Address	Drop Between Fill-Ups	Fuel Type	Unit Cost	Gallons	Amount	Comments
1	7/16/2022	14:15	8160 Gateway Blvd E, El Paso, TX		SUP	\$3.914	17.192	\$67.29	\$3.15
1	7/20/2022	19:25	2100 N Zaragoza Rd, El Paso, TX	4	SUP	\$3.577	19.822	\$70.90	\$3.63
1	7/27/2022	11:30	2100 N Zaragoza Rd, El Paso, TX	7	SUP	\$3.570	19.163	\$70.45	\$3.51
1	8/1/2022	15:25	1330 N Zaragoza Rd, El Paso, TX	5	SUP	\$3.733	20.799	\$77.64	\$3.61
1	8/5/2022	20:16	6200 Gateway Blvd E, El Paso, TX	4	SUP	\$3.223	20.624	\$66.47	\$3.77
1	8/8/2022	18:48	1490 George Deter Dr, El Paso, TX	3	SUP	\$3.596	12.468	\$54.84	\$2.28
1	8/11/2022	18:21	400 Van Horn Dr, Van Horn, TX		SUP	\$4.998	19.314	\$96.35	\$3.53
Totals	7					\$3.71	53.79	\$19.382	\$291.14
								\$3.477.21	
									Avg Cost
									Average for the Month

Requester: To calculate total fuel consumption for District 6 for the month of August 2022
Source: Mr. Rene Ramirez - Administrative Services Manager, Streets and Maintenance. "External Fuel Monthly Bill - August 2022 Details" PDF

Notes:

The City's Cost is calculated as follows (Total Gallons Purchased x 8%) + (Total Monthly Cost - Total Exempt Tax)

**The 8 % included in the City's Cost calculation is a Streets and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See [WIF-E-3](#)

Procedures:

•Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption trends

•Expended sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Mayor

•Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost

•Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Results:

A review of District 6's Fuel Consumption for the month of August 2022 is as follows

-A total of 129.382 gallons of fuel was purchased for the month.

-A total cost of \$477.81 was paid by the City for the month.

-An average of 3.71 days passed between fuel fill-ups

-An average of \$3.79 per gallon of fuel was paid per transaction

-An average of 18.483 gallons of fuel was purchased per transaction

-An average of \$70.16 worth of fuel was purchased per transaction

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
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DATE: _____ BY: _____ TO: _____

Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage for September 2022 - District 6

No. / Ref#	Date	Time	Address	Imp.	Driver Name	Fill-Up#	Fuel Type	Lit/Gal	Pump Price	Total Qty.	Gallons	Total Cost	Exempt Tax	
1	8/15/2022	8:45	11601 Basa, El Paso, TX			SUP	\$3.720	21.433	\$79.72	\$3.92				
1	8/19/2022	9:33	1330 N Zaragoza Rd, El Paso, TX	4		SUP	\$3.669	20.909	\$76.71	\$3.83				
1	8/21/2022	13:43	1490 George Dieter Dr, El Paso, TX	3		SUP	\$3.759	19.421	\$73.00	\$3.55				
1	8/21/2022	11:12	11601 Rajas, El Paso, TX	5		SUP	\$3.685	19.776	\$72.88	\$3.62				
1	8/21/2022	10:16	301 Shadow Mountain Dr, El Paso, TX	4		SUP	\$3.725	18.481	\$68.84	\$3.38				
1	8/21/2022	15:27	11601 Ropas, El Paso, TX	1		SUP	\$3.565	20.563	\$73.32	\$3.76				
1	9/6/2022	16:19	1330 N Zaragoza Rd, El Paso, TX	5		SUP	\$3.600	20.077	\$72.28	\$3.67				
1	9/12/2022	14:34	6200 Gateway Blvd E, El Paso, TX	6		SUP	\$3.235	20.238	\$65.47	\$3.70				
Total	8							3.50		\$545.66	\$34.62	20.112	\$72.78	\$3.68

Average for the Month

City's Cost*

\$ 545.66

Purposes: To calculate total fuel consumption for District 6 for the month of September 2022.
Source: Mr. René Ramírez - Administrative Services Manager, Streets and Maintenance, "External Fuel Monthly Bill - January 2022 to December 2022" Excel, "External Fuel Monthly Bill - District 3 and 6 Detail" PDF

Notes:
 "The City's Cost is calculated as follows: (Total Gallons Purchased $\times \$3.68^{(a)}$) + [Total Monthly Cost - Total Exempt Tax]
 "The % included in the City's Cost calculation is a Streets and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See [WIP: E3](#)

Procedures:
 -Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption trends

- Expanded sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Mayor
- Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost
- Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Results:

- A review of District 6's Fuel Consumption for the month of September 2022 is as follows
- A total of 60 898 gallons of fuel was purchased for the month
- A total cost of \$365.66 was paid by the City for the month
- An average of 3.5 days passed between fuel fill-ups
- An average of \$3.62 per gallon of fuel was paid per transaction
- An average of 20.112 billions of fuel was purchased per transaction
- An average of \$72.78 worth of fuel was purchased per transaction

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: _____ BY: _____ TO: _____

Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P-2023-04

Purpose: To calculate total fuel consumption for District 6 for the month of October 2022

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^{**}The City's Cost is calculated as follows: (Total Gallons Purchased x 8%) + (Total Monthly Cost - Total Exempt Tax). The 8% included in the City's Cost calculation is a Streets and Maintenance (SAM) fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See [W.R.E.A.](#)

*** In the month of October 2022, there was a change in contract with Alon. Due to this change, the total fuel expense reflects a higher than average fuel expense for the month.

Procedures:

-Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption
-Expanded sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Mayor
-Calculated Total Gallons Purchased, Fuel Cost, Exempted Cost and Days Between Fuel Fill-Ups

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A review of District 6's fuel consumption for the month of October 2022 is as follows:

-A total of 180,145 gallons of fuel was purchased for the month.
-A total cost of \$648.14 was paid by the City for the month.

- An average of 5.38 days passed between fuel fill-ups.
- An average of \$3.70 per gallon of fuel was paid per transaction.
- An average of 20.016 gallons of fuel was purchased per transaction.
- An average of \$74.08 worth of fuel was purchased per transaction.

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO nondisclosure
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: _____ **BY:** _____ **TO:** _____

Internal Audit Office
City Council City Manager's Office P-Cied. Travel Fuel Card Review P2023-06

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO nondisclosure
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: _____ **BY:** _____ **TO:** _____

**Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage Summary From January 2022 to December 2022 - District 6**

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost	Comments	WIP Reference
Jan-22	6	4.33	104,838	\$312.27		
Feb-22	5	4.20	79,564	\$250.96		
Mar-22	7	3.29	67,190	\$233.61		
Apr-22	7	4.14	117,607	\$461.79		
May-22	7	3.43	115,505	\$480.72		
Jun-22	8	2.25	110,526	\$502.54		
Jul-22	6	3.67	119,127	\$493.30		
Aug-22	7	3.71	129,382	\$477.81		
Sep-22	8	3.50	160,898	\$565.66		
Oct-22	9	5.38	180,145	\$648.14		
Nov-22	10	2.78	167,628	\$562.33		
Dec-22	6	6.20	106,453	\$304.81		
Totals	86		1,458,963	\$5,293.94		

Purpose: To calculate total fuel consumption for District 6 for calendar year 2022.

Source: Mr. René Barruz - Administrative Services Manager, Streets and Maintenance Department.

Procedures: Analyzed most recent months' fuel consumption trends in Calendar Year 2022 as per Chief Internal Auditor's instructions

- Calculated Total Gallons Purchased, Gross Cost and Net Cost.
- Calculated Average Days Between Fill-Ups

Results: A review of District 6's Fuel Consumption from the months of January 2022 to December 2022 demonstrated that:

- A total of 1,458,963 gallons of fuel was purchased for the year.
- A total of 86 fuel fill-ups for the year.
- A total cost of \$5,293.94 for the year was paid by the City for fuel.

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: _____ BY: _____ TO: _____

No. of P-Card Days	Date	Time	Address	Drop Off/On	Refill Type	Fuel Cost Per-Gallon	Gallons	Fuel Cost Gall.	Fuel Cost Per-Gal.	Comments
1	1/20/2023	16:12	4140 N Main St El Paso, TX		SL/P	\$3.043	10.994	\$33.46	\$2.81	Purchased w/ Front Info #1035486
Total:										
Average for the Month										
January										
City's Cost*										
\$ 332.33										

Request: To calculate total fuel consumption for District 6 for the month of January 2023

Services: Mr. Rose Barrera - Administrative Services Manager, Streets and Maintenance, "External Fuel Monthly Bill - January 2023, Details"

Notes:

"The City's Cost is calculated as follows (Total Gallons Purchased x \$13.46) + (Total Monthly Cost - Total Exempt Tax)

*The \$ 13.46 included in the City's Cost calculations is a Streets and Maintenance (S&M) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See [WTR 1.2](#)

Procedures: The City's Cost is calculated as follows (Total Gallons Purchased x \$13.46) + (Total Monthly Cost - Total Exempt Tax)

- Analyzed most recent monthly fuel consumption records in Calendar Year 2021 as per Chief Financial Auditor's instructions
- Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost
- Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Purchases (if calculable)

Results: A review of District 6's fuel Consumption for the month of January 2023 is as follows

- A total of 10.994 gallons of fuel was purchased for the month
- A total cost of \$32.33 was paid by the City for the month
- An average of \$3.04 per gallon of fuel was paid per transaction
- An average of 10.994 gallons of fuel was purchased per transaction
- An average of \$13.46 worth of fuel was purchased per transaction

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
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TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: _____ BY: _____ TO: _____

Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage for February 2023 - District 6

No. of Fill-Ups	Date	Time	Address	Days between Fill-Ups	Fuel Type	Unit Cost	Gallons Purchased	Total Cost	Exempt Tax
1	2/8/2023	8:19	1598 Lomaland Dr. El Paso, TX		UNL	\$2.815	16.685	\$46.97	\$3.05
Total	1						\$2.82	16.685	\$46.97
<i>Average for the Month</i>									
February									
City's Cost*									\$ 45.25

Purpose: To calculate total fuel consumption for District 6 for the month of February 2023.

Source: Mr. René Barreza - Administrative Services Manager, Streets and Maintenance; "External Fuel Monthly Bill - February 2023, Details"

Notes:

*The City's Cost is calculated as follows: (Total Gallons Purchased $\times \$2.82$) + (Total Monthly Cost - Total Exempt Tax)

**The % included in the City's Cost calculation is a Streets and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See [WPR: F-3](#)

Procedures:

- Analyzed most recent months' fuel consumption trends in Calendar Year 2023 as per Chief Internal Auditor's instructions
- Calculated Total Gallons Purchased, Fuel Cost, Exempt Cost and City's Cost
- Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups (if calculable)

Results:

A review of District 6's Fuel Consumption for the month of February 2023 is as follows:

- A total of 16.685 gallons of fuel was purchased for the month.
- A total cost of \$45.25 was paid by the City for the month.
- An average of \$2.82 per gallon of fuel was paid per transaction.
- An average of 16.685 gallons of fuel was purchased per transaction.
- An average of \$46.97 worth of fuel was purchased per transaction.

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
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TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: _____ BY: _____ TO: _____

Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage Summary From January 2023 to March 2023 - District 6

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost	Comments	W/Ref.
Jan-23	1	30.00	10.994	\$32.33		
Feb-23	1	30.00	16.685	\$45.25		
Mar-23	3	11.00	52.821	\$155.00		
Totals	5		80.500	\$232.58		

Purpose: To calculate total fuel consumption for District 6 for the calendar year 2023.

Source: Mr. Rene Barraza - Administrative Services Manager, Streets and Maintenance.

- Procedures:**
- Analyzed most recent months' fuel consumption trends in Calendar Year 2023 as per Chief Internal Auditor's instructions
 - Calculated Total Gallons Purchased, Gross Cost and Net Cost.
 - Calculated Average Days Between Fill-Ups

- Results:**
A review of Districts 6's Fuel Consumption from January 2023 to March 2023 demonstrated that:
-A total of 80.50 gallons of fuel was purchased.
-A total of 5 fuel fill-ups for January and February.
-A total cost of \$232.58 was paid by the City for fuel.

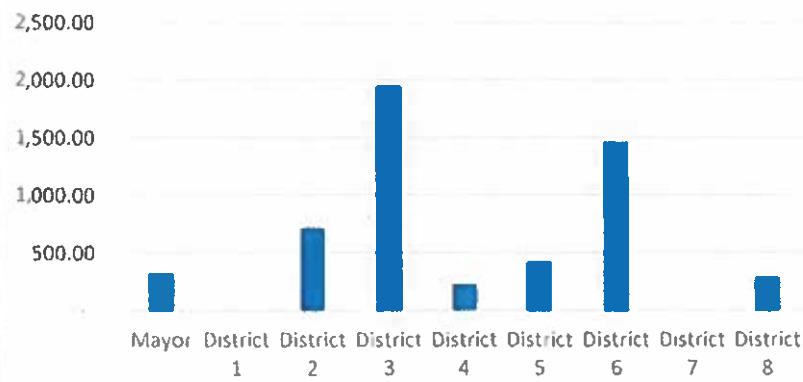
PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
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DATE: _____ BY: _____ TO: _____

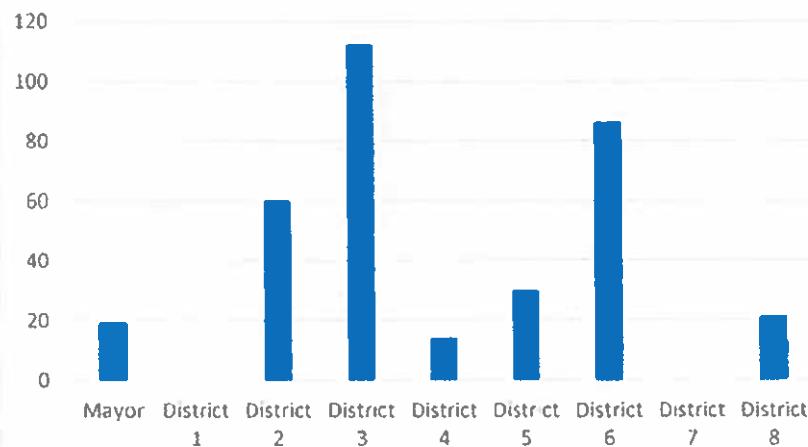
**City of El Paso Texas
Internal Audit Office**

**City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage Summary From January 2022 to December 2022**

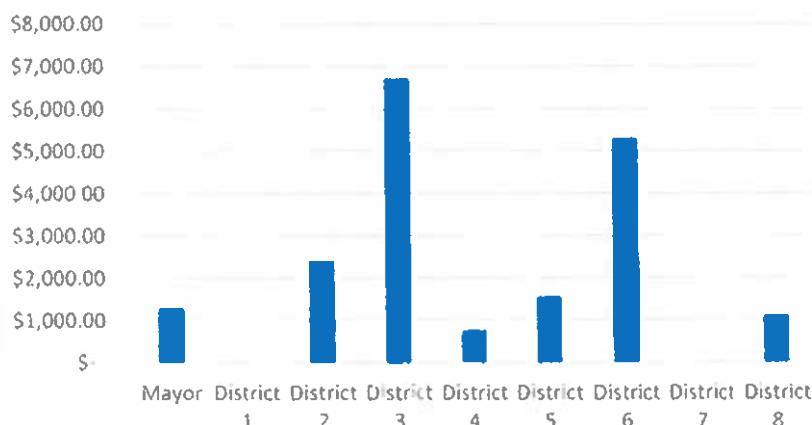
Total # of Gallons Purchased



Total # of Transactions in 2022



Net Fuel Cost for 2022



PUBLIC RECORDS INFORMATION
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 TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)
 DATE: _____ BY: _____ TO: _____

**City of El Paso Texas
Internal Audit Office**

**City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage Frequency Calendar - District 6**

December 2021							January 2022							February 2022							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3	4				1				1	2	3	4	5			
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30	31			
March 2022							April 2022							May 2022							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4	5				1	2			1	2	3	4	5	6	7	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	24	23	24	25	26	27	28	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					
June 2022							July 2022							August 2022							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
		1	2	3	4				1	2				1	2	3	4	5	6		
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	24	25	26	27				
26	27	28	29	30			24	25	26	27	28	29	30	31							
September 2022							October 2022							November 2022							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3				1					1	2	3	4	5			
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30				
December 2022							January 2023														
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3				1	2	3	4	5	6	7						
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	
25	26	27	28	29	30	31	29	30	31												

Legend:

	Fill-Up
	2 Fill-Ups/Day

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: _____ BY: _____ TO: _____

City of El Paso Texas
Internal Audit Office

December 2021							January 2022							February 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4				1				1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30	31		
March 2022							April 2022							May 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5					1	2			1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
June 2022							July 2022							August 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3							1	2			1	2	3	4	5	6	7
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	31						
September 2022							October 2022							November 2022						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3							1				1	2	3	4	5	6	7
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
December 2022							January 2023							February 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3				1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	2	3	4	5	6	7	8	5	6	7	8	9	10	11
11	12	13	14	15	16	17	9	10	11	12	13	14	15	12	13	14	15	16	17	18
18	19	20	21	22	23	24	15	16	17	18	19	20	21	19	20	21	22	23	24	25
25	26	27	28	29	30		22	23	24	25	26	27	28	26	27	28	29	30	31	
March 2023							January 2023							February 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3				1	2	3	4	5	6	7	1	2	3	4	5	6	7
5	6	7	8	9	10	11	2	3	4	5	6	7	8	5	6	7	8	9	10	11
12	13	14	15	16	17	18	9	10	11	12	13	14	15	12	13	14	15	16	17	18
19	20	21	22	23	24	25	15	16	17	18	19	20	21	19	20	21	22	23	24	25
26	27	28	29	30	31		22	23	24	25	26	27	28	26	27	28	29	30	31	

Fill-Up
 2 Fill-Ups/Day

— 1 —

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: _____ BY: _____ TO: _____

**City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage Summary from January 2022 to December 2022**

Fuel Usage Summary from January 2022 to December 2022 – District 1

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost
Jan-22	0	N/A	0	\$0.00
Feb-22	0	N/A	0	\$0.00
Mar-22	0	N/A	0	\$0.00
Apr-22	0	N/A	0	\$0.00
May-22	0	N/A	0	\$0.00
Jun-22	0	N/A	0	\$0.00
Jul-22	0	N/A	0	\$0.00
Aug-22	0	N/A	0	\$0.00
Sep-22	0	N/A	0	\$0.00
Oct-22	0	N/A	0	\$0.00
Nov-22	0	N/A	0	\$0.00
Dec-22	0	N/A	0	\$0.00
Totals	0.00		0.000	\$0.00

Fuel Usage Summary from January 2022 to December 2022 – District 2

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost
Jan-22	3	8.00	29.117	\$80.13
Feb-22	4	7.67	53.049	\$158.62
Mar-22	4	4.33	38.876	\$134.24
Apr-22	4	6.67	51.812	\$198.96
May-22	4	7.33	53.207	\$208.13
Jun-22	5	6.75	50.769	\$212.61
Jul-22	4	8.67	48.982	\$195.83
Aug-22	5	6.00	50.183	\$166.45
Sep-22	6	5.00	74.855	\$234.94
Oct-22	11	4.20	127.234	\$426.34
Nov-22	5	5.25	61.446	\$196.80
Dec-22	5	5.25	68.22	\$184.14
Totals	60		707.750	\$2,397.19

Fuel Usage Summary from January 2022 to December 2022 – District 3

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost
Jan-22	8	3.43	98.873	\$273.39
Feb-22	10	3.44	172.345	\$512.47
Mar-22	7	3.50	122.209	\$423.85
Apr-22	7	4.17	116.055	\$451.25
May-22	7	4.17	118.897	\$463.23
Jun-22	13	2.58	217.056	\$918.94
Jul-22	8	3.43	153.177	\$609.16
Aug-22	12	2.55	207.976	\$691.43
Sep-22	8	3.29	157.838	\$494.20
Oct-22	15	3.08	298.076	\$987.39
Nov-22	10	2.78	162.472	\$521.25
Dec-22	7	4.33	118.998	\$344.93
Totals	112		1943.972	\$6,691.49

ALL PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
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TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: _____ BY: _____ TO: _____

**City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage Summary from January 2022 to December 2022**

Fuel Usage Summary from January 2022 to December 2022 – District 4

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost
Jan-22	0	N/A	0	\$0.00
Feb-22	0	N/A	0	\$0.00
Mar-22	0	N/A	0	\$0.00
Apr-22	0	N/A	0	\$0.00
May-22	0	N/A	0	\$0.00
Jun-22	1	30.00	13.997	\$60.97
Jul-22	3	0.00	44.733	\$174.60
Aug-22	3	0.00	44.259	\$145.46
Sep-22	1	30.00	15.436	\$48.73
Oct-22	1	30.00	22.033	\$73.47
Nov-22	3	0.00	55.164	\$172.25
Dec-22	2	0.00	29.165	\$78.76
Totals	14		224.787	\$754.24

Fuel Usage Summary from January 2022 to December 2022 – District 5

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost
Jan-22	5	6.50	57.918	\$169.22
Feb-22	3	12.00	47.455	\$146.48
Mar-22	4	7.67	59.181	\$213.36
Apr-22	3	10.00	45.828	\$180.11
May-22	4	6.67	61.889	\$248.28
Jun-22	3	10.00	47.143	\$207.39
Jul-22	3	13.00	46.425	\$189.96
Aug-22	2	13.00	29.184	\$99.85
Sep-22	1	30.00	1.907	\$6.33
Oct-22	0	N/A	0	\$0.00
Nov-22	0	N/A	0	\$0.00
Dec-22	2	7.00	31.52	\$82.87
Totals	30		428.450	\$1,543.85

Fuel Usage Summary from January 2022 to December 2022 – District 6

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost
Jan-22	6	4.33	104.838	\$312.27
Feb-22	5	4.20	79.664	\$250.96
Mar-22	7	3.29	67.190	\$233.61
Apr-22	7	4.14	117.607	\$461.79
May-22	7	3.43	115.505	\$480.72
Jun-22	8	2.25	110.526	\$502.54
Jul-22	6	3.67	119.127	\$493.30
Aug-22	7	3.71	129.382	\$477.81
Sep-22	8	3.50	160.898	\$565.66
Oct-22	9	5.38	180.145	\$648.14
Nov-22	10	2.78	167.628	\$562.33
Dec-22	6	6.20	106.453	\$304.81
Totals	86		1,458.963	\$5,293.94

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: _____ BY: _____ TO: _____

**City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage Summary from January 2022 to December 2022**

Fuel Usage Summary from January 2022 to December 2022 – District 7

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost
Jan-22	0	N/A	0	\$0.00
Feb-22	0	N/A	0	\$0.00
Mar-22	0	N/A	0	\$0.00
Apr-22	0	N/A	0	\$0.00
May-22	0	N/A	0	\$0.00
Jun-22	0	N/A	0	\$0.00
Jul-22	0	N/A	0	\$0.00
Aug-22	0	N/A	0	\$0.00
Sep-22	0	N/A	0	\$0.00
Oct-22	0	N/A	0	\$0.00
Nov-22	0	N/A	0	\$0.00
Dec-22	0	N/A	0	\$0.00
Totals	0		0.000	\$0.00

Fuel Usage Summary from January 2022 to December 2022 – District 8

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost
Jan-22	2	15.00	28.673	\$79.95
Feb-22	2	14.00	24.078	\$76.83
Mar-22	1	30.00	13.224	\$45.40
Apr-22	3	10.50	38.708	\$158.74
May-22	0	NA	0	\$0.00
Jun-22	2	20.00	23.038	\$107.73
Jul-22	2	8.00	26.115	\$125.01
Aug-22	3	10.50	40.008	\$143.90
Sep-22	2	8.00	29.449	\$119.09
Oct-22	2	26.00	28.676	\$114.88
Nov-22	1	30.00	14.92	\$59.77
Dec-22	1	30.00	11.699	\$44.90
Totals	21		278.588	\$1,076.20

Fuel Usage Summary from January 2022 to December 2022 – Mayor

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost
Jan-22	1	30.00	13.791	\$42.37
Feb-22	1	30.00	19.335	\$61.63
Mar-22	2	17.00	35.013	\$143.41
Apr-22	1	30.00	15.526	\$68.25
May-22	1	30.00	16.211	\$63.16
Jun-22	3	7.00	40.374	\$209.78
Jul-22	1	30.00	21.635	\$108.09
Aug-22	1	30.00	23.662	\$82.74
Sep-22	2	10.00	31.457	\$108.43
Oct-22	3	8.00	53.439	\$199.95
Nov-22	2	15.00	31.214	\$108.55
Dec-22	1	30.00	24.771	\$63.80
Totals	19		326.428	\$1,260.16



Purchase Activity Report

PARENT ACCOUNT
City of El Paso

**REPORT FOR:
City of El Paso
0780-00-113845-2
NOV-01-2022 TO NOV-30-2022**

..... TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE.

**PUBLIC RECORDS INFORMATION
ALL CASE FILES ARE SUBJECT TO NONDISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552I)**

Transaction and Fee legend can be found on the last page of this report.