

Exhibit 8

CITY CLERK DEPT  
2023 AUG 28 AM 10:07

04-18-23

092023

Nov 22 Aisha Campbell received  
anonymous complaint that her  
business uses city water for  
camping.

04/05/23 1:50pm meeting City 2  
Nov. Anonymous complaint  
City Rep Rodriguez was  
was case for Campbell business

City Inactive a STAFF

City Rep Kennedy  
Finance looks an audit commit  
City Rep Claudia Rodriguez (former  
District 6.

City Rep Cassandra Hernandez  
District 3.

Billing Cycle 15<sup>th</sup> to 15<sup>th</sup>

Oct 22 billing cycle 1<sup>st</sup> to 31<sup>st</sup>  
on all day 15 day

04/12/23 11:18 AM

Comms  
Districts District 3, 2023.

CITY CLERK DEPT  
2023 AUG 28 AM10:08

**ADMINISTRATIVE POLICY:** \_\_\_\_\_

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

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

**DATE EFFECTIVE** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_

**Distribution:**  
All City of El Paso Employees

**SECTION 1: 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.

PUBLIC RECORDS INFORMATION  
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DATE: \_\_\_\_\_ BY: \_\_\_\_\_ TO: \_\_\_\_\_

**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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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/discarding.

**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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**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: \_\_\_\_\_





-->MONTIELMA-->PSHCMPRD

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Biograph | Details **B**

**Cassandra Hernandez**

Person ID: 099

Address Type	As Of Date	Street	Address	
Home	04/17/2013	A	[REDACTED]	<a href="#">View Address Detail</a>
Mail	04/17/2013	A	[REDACTED]	<a href="#">View Address Detail</a>

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

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

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

Save Return to Search Previous in List Next in List Notify Refresh Update/Display Include History

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DATE: \_\_\_\_\_ BY: \_\_\_\_\_ TO: \_\_\_\_\_

Back/Back 2

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

No. of P-Card	Date	Time	Address	Days	Link Cost	Gallons	Exempt Cost	Total Cost	Exempt Tax
1	12/27/2021	9:18	9635 McCombs St, El Paso, TX	UNL	\$2,970	17.046	\$50.77	\$3.13	
1	12/19/2021	3:11	1811 Hunter Dr 110, El Paso, TX	UNL	\$2,875	15.88	\$43.66	\$2.91	
1	12/26/2021	16:14	8366 Alameda Ave, El Paso, TX	UNL	\$2,818	14.819	\$41.76	\$2.71	
1	12/27/2021	13:01	5020 Sean Haggerty Dr, El Paso, TX	UNL	\$2,818	4.182	\$11.79	\$0.77	
1	12/31/2021	14:31	995 Lornaland Dr, El Paso, TX	UNL	\$2,836	15.211	\$43.14	\$2.78	
1	12/29/2021	18:08	1811 Hunter Dr 110, El Paso, TX	UNL	\$2,857	11.996	\$34.28	\$2.20	
1	12/29/2021	9:13	3525 N Yarrowhough Dr, El Paso, TX	UNL	\$2,853	5.081	\$14.50	\$0.93	
1	12/29/2021	9:20	3525 N Yarrowhough Dr, El Paso, TX	UNL	\$2,853	14.608	\$41.68	\$2.67	
<b>Total</b>						<b>98.873</b>	<b>\$283.58</b>	<b>\$18.10</b>	
		<b>Average for the Month</b>		<b>3.43</b>	<b>\$2.86</b>	<b>12.359</b>	<b>\$32.45</b>	<b>\$2.26</b>	
				<b>January</b>			<b>City's Cost*</b>	<b>\$ 273.39</b>	

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

**Source:** Mr Rene Barruz - Administrative Services Manager, Streets and Maintenance, "External Fuel Monthly Bill - January 2022, 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-13

**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 Districts 3's Fuel Consumption for the month of January 2022 is as follows:
  - A total of 98.873 gallons of fuel was purchased for the month
  - A total cost of \$273.39 was paid by the City for the month
  - An average of 3.43 days passed between fuel fill-ups.
  - An average of \$2.86 per gallon of fuel was paid per transaction.
  - An average of 12.359 gallons of fuel was purchased per transaction.
  - An average of \$32.45 worth of fuel was purchased per transaction

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City of El Paso Texas  
 Internal Audit Office  
 City Council City Manager's Office P-Cord. Travel Fuel Card Review F2023-06  
 Fuel Usage for February 2022 - District 3

Back/Back 2

No. of Fill-Ups	Date	Time	Address	Days Between Fill-Ups	Unit Cost	Gallons Purchased	Exempt Tax
1	1/14/2022	8:49	599 N Yarmouth Dr. El Paso, TX		\$2.481	17.683	\$50.94
1	1/21/2022	14:29	7879 N Loop W Mesquite, El Paso, TX	7	\$2.930	17.453	\$51.14
1	1/29/2022	11:28	1811 Hunter Dr 110, El Paso, TX	2	\$2.919	22.262	\$64.98
1	1/29/2022	8:49	8366 Alameda Ave. El Paso, TX	6	\$3.023	16.551	\$50.03
1	2/1/2022	8:47	1811 Hunter Dr 110, El Paso, TX	3	\$3.050	18.456	\$56.99
1	2/6/2022	8:08	5998 Champlain St Road, El Paso, TX	5	\$3.184	17.997	\$56.03
1	2/9/2022	18:36	8366 Alameda Ave. El Paso, TX	2	\$3.187	17.268	\$55.03
1	2/9/2022	18:34	8366 Alameda Ave. El Paso, TX	1	\$3.189	11.18	\$35.65
1	2/13/2022	8:43	8366 Alameda Ave. El Paso, TX	4	\$3.250	15.902	\$51.68
1	2/17/2022	15:30	8366 Alameda Ave. El Paso, TX	1	\$3.250	17.893	\$58.15
<b>Totals</b>	<b>10</b>	<b>Average for the Month</b>		<b>3.44</b>	<b>\$3.09</b>	<b>172.345</b>	<b>\$538.22</b>
						<b>City's Cost*</b>	<b>\$512.47</b>

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

**Formula:** Mr. Rene Baraza - Administrative Services Manager, Streets and Maintenance: External Fuel Monthly Bill - February 2022\_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

**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 Districts 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 \$512.47 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 \$53.02 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

Back Back 2

No. of P-Card Usage	Date	Time	Address	City's Purpose (Public Use)	Fuel Type	Total Gallons Purchased	City's Cost*	Total Cost	Exempt Tax	
1	2/27/2022	7:38	6100 Towford Dr, El Paso, TX		UNL	16,004	\$3,203	\$51.36	\$2.93	
1	2/29/2022	9:13	8366 Alameda Ave, El Paso, TX	3	UNL	16,821	\$3,239	\$54.48	\$3.08	
1	2/29/2022	9:44	8366 Alameda Ave, El Paso, TX	1	UNL	20,885	\$3,257	\$68.02	\$3.02	
1	3/1/2022	10:34	7400 Alameda Ave, El Paso, TX	4	UNL	15,994	\$3,241	\$51.84	\$2.93	
1	3/10/2022	10:33	2050 Trarwood Dr, El Paso, TX	9	UNL	17,211	\$4,136	\$71.18	\$3.15	
1	3/10/2022	9:13	6100 Towford Dr, El Paso, TX	1	UNL	17,404	\$3,918	\$68.19	\$3.18	
1	3/10/2022	10:51	1811 Hunter Dr 110, El Paso, TX	3	UNL	17,861	\$3,995	\$71.36	\$3.27	
<b>Totals</b>	7			<b>3.50</b>		<b>122,209</b>	<b>\$3,57</b>	<b>\$436.43</b>	<b>\$27.34</b>	
Average for the Month								<b>City's Cost*</b>		<b>\$,423.85</b>

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

**Source:** Mr. Ron 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 x 8% x 0.95) + (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-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 March 2022 is as follows
- A total of 122,209 gallons of fuel was purchased for the month
- A total cost of \$423.85 was paid by the City for the month
- An average of 3.5 days passed between fuel fill-ups
- An average of \$1.57 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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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 April 2022 - District 3

No. of P/Cs Elm	Date	Plate	Address	Days Between Fill-Ups	Fuel Type	Usage/Gal	Gallons Purchased/Fuel Cost	Exempt Tax
1	3/19/2022	8-30	1811 Hamer Dr 110, El Paso, TX	7	UNL	\$3,978	10,955	\$43.58
1	3/26/2022	8-30	8366 Alameda Ave. El Paso, TX	7	SUP	\$4,449	16,451	\$73.19
1	3/28/2022	8-36	8366 Alameda Ave. El Paso, TX	2	UNL	\$4,148	17,401	\$72.17
1	4/02/2022	15-28	1811 Hamer Dr 110, El Paso, TX	5	UNL	\$3,893	17,212	\$67.01
1	4/05/2022	1F-37-46	7400 Alameda Ave. El Paso, TX	3	UNL	\$3,897	19,236	\$74.96
1	4/10/2022	1B-27-16	7879 N Loop @ Manser, El Paso, TX	5	UNL	\$3,845	16,766	\$64.47
1	4/13/2022	20-59	8366 Alameda Ave. El Paso, TX	3	UNL	\$3,761	18,034	\$67.82
<b>Totals</b>	<b>7</b>		<b>Average for the Month</b>	<b>4.17</b>		<b>\$4.00</b>	<b>16,579</b>	<b>\$66.17</b>
							<b>City's Cost*</b>	<b>\$-481.25</b>

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

**Source:** Mr. Rene Barreza - Administrative Services Manager, Streets and Maintenance; \*External Fuel Monthly Bill - April 2022, Default PDI

**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 W/P, E-3

**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 Main
- 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 April 2022 is as follows
- A total of 116,055 gallons of fuel was purchased for the month
- A total cost of \$491.25 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 16,579 gallons of fuel was purchased per transaction
- An average of \$66.17 worth of fuel was purchased per transaction

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City of El Paso Texas  
 Internal Audit Office  
 City Council City Manager's Office P-Card, Travel Fuel Card Review 1/2023-06  
 Fuel Usage for May 2022 - District 3

No. of P-Card	Date	Time	Address	Days Between P-Card Use	Fuel Type	Units Used	Gallons Purchased	Total Cost	Exempt Cost	
1	4/12/2022	16:26	7400 Alameda Ave. El Paso, TX		UNL	\$4,023	17.37	\$69.87	\$3.18	
1	4/28/2022	10:23	995 Lombard Dr. El Paso, TX	6	UNL	\$3,960	15.65	\$61.98	\$2.86	
1	4/27/2022	9:54	7400 Alameda Ave. El Paso, TX	4	UNL	\$3,883	17.799	\$69.11	\$3.26	
1	4/28/2022	14:33	1811 Hunter Dr. El Paso, TX	1	UNL	\$1,894	17.916	\$69.77	\$3.28	
1	5/4/2022	15:30	11995 Graciew Blvd W. El Paso, TX	6	UNL	\$4,020	16.922	\$68.03	\$3.10	
1	5/8/2022	14:31	1811 Hunter Dr. El Paso, TX	4	UNL	\$4,199	17.006	\$71.41	\$3.11	
1	5/12/2022	11:49	8366 Alameda Ave. El Paso, TX	4	UNL	\$4,024	16.231	\$65.31	\$2.97	
Totals				4.17		\$4.00	118.897	\$475.48	\$21.76	
Average for the Month							4.17	16.985	\$67.90	\$3.11
							City's Cost*		\$ 463.23	

BACK/BACK

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

**Source:** Mr. Renee Herrera - 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 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

**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 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

PUBLIC RECORDS INFORMATION  
 ALL CASE ELEMENTS SUBJECT TO NON-EXEMPTION  
 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 June 2022 - District 3

No. of Transactions	Date	Time	Address	Days between 12:00 AM to 11:59 PM	Fuel Type	Gallons Purchased	Total Cost	Exempt Tax
1	5/17/2022	9:32	995 Lomaland Dr, El Paso, TX	3	UNL	10.955	\$45.94	\$2.00
1	5/17/2022	17:16	8366 Alameda Ave, El Paso, TX	4	UNL	16.56	\$70.69	\$3.03
1	5/21/2022	7:29	6100 Hawthorne Dr, El Paso, TX	2	UNL	17.222	\$72.17	\$3.15
1	5/23/2022	8:46	8366 Alameda Ave, El Paso, TX	2	UNL	17.651	\$74.22	\$3.23
1	5/25/2022	17:06	8366 Alameda Ave, El Paso, TX	2	UNL	17.861	\$74.36	\$3.27
1	5/26/2022	18:32	5600 Alameda Ave, El Paso, TX	1	UNL	17.254	\$71.55	\$3.16
1	5/29/2022	21:41	1811 Hunter Dr 110, El Paso, TX	3	UNL	14.064	\$62.99	\$2.68
1	6/3/2022	16:10	1811 Hunter Dr 110, El Paso, TX	5	UNL	16.308	\$71.27	\$2.98
1	6/5/2022	10:04	6100 Trowland Dr, El Paso, TX	2	UNL	16.415	\$74.22	\$3.00
1	6/7/2022	21:51	1811 Hunter Dr 110, El Paso, TX	1	UNL	24.613	\$111.28	\$4.50
1	6/9/2022	17:14	7879 N Loop @ Meuser, El Paso, TX	3	UNL	17.773	\$79.12	\$3.25
1	6/15/2022	13:05	995 Lomaland Dr, El Paso, TX	2	UNL	12.657	\$57.34	\$2.32
1	6/19/2022	14:37	1811 Hunter Dr 110, El Paso, TX	3	UNL	17.111	\$76.13	\$3.13
<b>Total</b>	<b>13</b>	<b>Average for the Month</b>		<b>2.59</b>		<b>217.056</b>	<b>\$941.38</b>	<b>\$39.70</b>

Back/Back d

City's Cost\* **\$ 918.94**

June

**Purpose:** To calculate total fuel consumption for District 3 for the month of June 2022  
**Mr. Rene Barraza - Administrative Services Manager, Streets and Maintenance; \* External Fuel Monthly Bill - January, 2022 to December 2022 \* Excel,**  
**Source:** \*External Fuel Monthly Bill - District 3 and 6 Detail PDF.  
**Notes:**  
 \*The City's Cost is calculated as follows: (Total Gallons Purchased x 85%\*\*) + (Total Monthly Cost - Total Exempt Tax)  
 \*\*The 8.5% 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, P-3

**Procedures:**  
 -Selected a judgmental 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 2.59 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

PUBLIC RECORDS INFORMATION  
 ALL CASE ELEMENTS SUBJECT TO PUBLIC RECORDS CLOSURE  
 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-Cand. Travel Fuel Card Review P2023-04  
Fuel Usage for July 2022 - District 1

No. of Fill Ups	Date	Time	Address	Days Between Fill-Ups	Fuel Type	Unit Cost	Gallons Purchased	Total Cost	Exempt Co. Tax
1	6/16/2022	8:40	2050 Travwood Dr. El Paso, TX	1	UNL	\$4.293	24.644	\$105.80	\$4.51
1	6/17/2022	13:48	7400 Alameda Ave. El Paso, TX	1	UNL	\$4.192	15.839	\$66.49	\$2.90
1	6/22/2022	16:00	8366 Alameda Ave. El Paso, TX	5	UNL	\$4.044	31.193	\$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	6/27/2022	18:05	1811 Hunter Dr. El Paso, TX	2	UNL	\$4.142	16.478	\$68.25	\$1.02
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
<b>Totals</b>	8			3.43		\$4.08	153.177	\$624.94	\$28.63
Average for the Month									
									City's Cost* \$ 609.16

Back/Back 2

**Process:** To calculate total fuel consumption for District 1 for the month of July 2022.

**Source:** Mr. Rene Uaraza - Administrative Services Manager, Streets and Maintenance, "External Fuel Monthly Bill - July 2022\_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-1-E-3

**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 Districts 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 \$4.08 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 1

No. of P/Bs Used	Date	Time	Address	Days Between P/Bs Used	Fuel Type	Unit Cost	Gallons Purchased	Total Cost	Exempt Tax	
1	7/27/2022	21:59	995 Lomaland Dr. El Paso, TX		UNL	\$3.54	21.059	\$74.63	\$3.85	
1	7/17/2022	14:28:28	8366 Alameda Ave. El Paso, TX	1	UNL	\$3.55	14.631	\$51.95	\$2.68	
1	7/19/2022	16:38	6100 Trovbridge Dr. El Paso, TX	2	UNL	\$3.55	16.947	\$60.19	\$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. El Paso, TX	2	UNL	\$3.59	5.167	\$19.25	\$0.98	
1	7/23/2022	16:09	1811 Hunter Dr. El Paso, TX	1	UNL	\$3.47	11.848	\$41.12	\$2.17	
1	7/27/2022	19:42	599 N Yarrow Dr. El Paso, TX	4	UNL	\$3.52	17.370	\$61.14	\$3.18	
1	8/1/2022	19:42	1811 Hunter Dr. El Paso, TX	5	UNL	\$3.41	16.820	\$57.36	\$3.08	
1	8/4/2022	16:35	1811 Hunter Dr. El Paso, TX	3	UNL	\$3.31	16.520	\$54.65	\$3.02	
1	8/8/2022	14:19	6100 Trovbridge Dr. El Paso, TX	5	UNL	\$3.17	16.746	\$53.10	\$3.06	
1	8/11/2022	7:23	599 N Yarrow Dr. El Paso, TX	2	UNL	\$3.26	30.301	\$98.82	\$5.55	
1	8/13/2022	21:42	1811 Hunter Dr. El Paso, TX	2	UNL	\$3.35	16.080	\$53.81	\$2.94	
<b>Total</b>				<b>2.55</b>			<b>207.976</b>	<b>\$712.84</b>	<b>\$38.05</b>	
Average for the Month								<b>\$3.44</b>	<b>\$59.40</b>	<b>\$3.17</b>

BACK/BACK 3

City's Cost\* **\$ 691.43**

August

**Findings:** To calculate total fuel consumption for District 3 for the month of August 2022.  
**Sources:** Mr. Rene Ramirez - 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 Unit, 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 207,976 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 \$59.40 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 GOV'T CODE CH. 552)  
 DATE \_\_\_\_\_ BY \_\_\_\_\_ TO \_\_\_\_\_

Tribe 1

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 P-Card Use	Date	Time	Address	Days Between P-Card Use	Fuel Type	Fuel Cost	Gallons Purchased	Total Cost	Quantity Tax	
	9/19/2022	0:59	6100 Townbridge Dr, El Paso, TX		UNL	\$3.28	17.097	\$55.98	\$3.12	
1	9/20/2022	21:31	7400 Alameda Ave, El Paso, TX	5	UNL	\$3.29	23.686	\$77.86	\$4.33	
1	9/21/2022	19:11	7150 Alameda Ave, El Paso, TX	1	UNL	\$3.33	22.81	\$76.00	\$4.17	
1	9/26/2022	16:12	8366 Alameda Ave, El Paso, TX	1	UNL	\$3.26	12.591	\$40.98	\$2.30	
1	9/27/2022	18:02	1811 Hunter Dr 110, El Paso, TX	6	UNL	\$3.18	17.189	\$54.65	\$3.15	
1	9/27/2022	10:57	8366 Alameda Ave, El Paso, TX	6	UNL	\$3.19	24.25	\$77.24	\$4.44	
1	9/29/2022	20:58	14995 Casway Blvd W, El Paso, TX	2	UNL	\$3.09	16.917	\$52.24	\$3.10	
1	9/29/2022	9:58	1811 Hunter Dr 110, El Paso, TX	2	UNL	\$3.24	23.338	\$75.50	\$4.27	
<b>Totals</b>						<b>\$3.23</b>	<b>19,730</b>	<b>\$63,81</b>	<b>\$3.61</b>	
Average for the Month								City's Cost*		\$ 494.20

**Purpose:** To calculate total fuel consumption for District 3 for the month of September 2022.  
**Source:** Mr. Rene Baraza - Administrative Services Manager, Streets and Maintenance; External Fuel Monthly Bill - September 2022 Data 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 in cover direct and indirect costs of the City of El Paso's Fuel Program. See W/P E-3

**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 September 2022 is as follows
- A total of 1,177.838 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

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 October 2022 - District 3

No. of P-Card Uses	Date	Time	Address	Days between P-Cards	Fuel Type	Unit Cost	Gallons Purchased	Total Cost	Exempt Tax	
1	9/15/2022	12:54	1811 Hunter Dr 110, El Paso TX	1	UNL	\$3.288	23.012	\$79.03	\$4.40	
1	9/16/2022	14:55	6100 Troubadour Dr El Paso, TX	1	UNL	\$3.355	16.974	\$56.94	\$3.11	
1	9/21/2022	8:12	2955 George Dieter Dr, El Paso, TX	5	UNL	\$3.359	24.241	\$81.41	\$4.44	
1	9/21/2022	23:01	995 Lombard Dr, El Paso, TX	2	UNL	\$3.383	11.718	\$39.64	\$2.14	
1	9/27/2022	17:09	1811 Hunter Dr 110, El Paso, TX	4	UNL	\$3.384	24.835	\$81.55	\$4.54	
1	9/28/2022	18:50	2955 George Dieter Dr, El Paso, TX	1	UNL	\$3.315	17.303	\$57.36	\$3.17	
1	10/2/2022	11:57	3366 Alameda Ave, El Paso, TX	4	UNL	\$3.385	26.996	\$91.38	\$4.94	
1	10/5/2022	20:12	1811 Hunter Dr 110, El Paso, TX	1	UNL	\$3.385	20.697	\$70.06	\$3.79	
1	10/7/2022	18:45	7879 N Loop @ Mans, El Paso, TX	4	UNL	\$3.649	17.256	\$62.96	\$3.16	
1	10/12/2022	13:52	6100 Troubadour Dr, El Paso, TX	5	UNL	\$3.544	16.762	\$59.41	\$3.07	
1	10/13/2022	14:23	1811 Hunter Dr 110, El Paso, TX	1	UNL	\$3.538	19.906	\$70.42	\$3.64	
1	10/19/2022	7:41	6100 Troubadour Dr, El Paso, TX	6	UNL	\$3.493	17.614	\$61.53	\$3.22	
1	10/22/2022	16:15	1811 Hunter Dr 110, El Paso, TX	3	UNL	\$3.437	19.437	\$66.81	\$3.56	
1	10/25/2022	17:57	7400 Alameda Ave, El Paso, TX	3	UNL	\$3.445	24.294	\$83.70	\$4.45	
1	10/26/2022	8:33	599 N Yambrough Dr, El Paso, TX	1	UNL	\$3.492	16.011	\$55.91	\$2.93	
<b>Totals</b>				<b>2.93</b>			<b>298.976</b>	<b>\$1,018.11</b>	<b>\$54.56</b>	
Average for the Month								<b>\$3.42</b>	<b>\$67.87</b>	<b>\$3.66</b>
							City's Cost*		<b>\$ 957.39</b>	

BACK/BANK 4

**Purpose:** To calculate total fuel consumption for District 3 for the month of October 2022  
**Source:** Mr. Rene Baraza - 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  
 \*\*\* 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

**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 October 2022 is as follows  
 -A total of 298 076 gallons of fuel was purchased for the month  
 -A total cost of \$987.39 was paid by the City for the month  
 -An average of 2.93 days passed between fuel fill-ups  
 -An average of \$3.42 per gallon of fuel was paid per transaction  
 -An average of 19.872 gallons of fuel was purchased per transaction  
 -An average of \$67.87 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 12/21-2/6  
 Fuel Usage for November 2022 - District 3

No. of P/O Up	Date	Time	Address	Days Per Month Fuel Type	Unit Cost	Gallons Purchased	Total Cost	Distric Trans	
1	10/12/2022	15:06	7879 N Loop @ Mason, El Paso, TX	UNL	\$3.46	15.166	\$52.64	\$2.78	
1	11/23/2022	11:34	1811 Hunter Dr 110, El Paso, TX	UNL	\$3.42	16.953	\$57.97	\$3.10	
1	11/22/2022	7:34	995 Lombard Dr, El Paso, TX	UNL	\$3.49	24.519	\$85.35	\$4.49	
1	11/6/2022	21:36:23	995 Lombard Dr, El Paso, TX	UNL	\$3.54	10.464	\$37.03	\$1.91	
1	11/6/2022	19:40	1811 Hunter Dr 110, El Paso, TX	UNL	\$3.45	17.317	\$59.71	\$1.17	
1	11/13/2022	15:44	1811 Hunter Dr 110, El Paso, TX	UNL	\$3.36	17.672	\$59.40	\$3.23	
1	11/19/2022	19:16	6100 Towerbridge Dr, El Paso, TX	UNL	\$3.12	16.321	\$50.93	\$2.99	
1	11/21/2022	9:11	6100 Towerbridge Dr, El Paso, TX	UNL	\$3.06	19.244	\$58.89	\$3.52	
1	11/22/2022	12:05	7400 Alameda Ave, El Paso, TX	UNL	\$3.06	4.620	\$14.14	\$0.85	
1	11/25/2022	11:38	1811 Hunter Dr 110, El Paso, TX	UNL	\$3.07	20.166	\$61.82	\$3.69	
<b>Totals</b>	10			2.78	\$3.39	162.872	\$537.98	\$29.79	
Average for the Month								City's Cost*	\$521.38

Back/Back 2

**Purpose:** To calculate total fuel consumption for District 3 for the month of November 2022  
**Source:** Mr Rene Ramirez - Administrative Services Manager, Streets and Maintenance, "External Fuel Monthly Bill - November 2022 Detail" PDF

**Notes:**  
 \*The City's Cost is calculated as follows: (Total Gallons Purchased x 8% \* 1) + (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/PC 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 Districts 3's Fuel Consumption for the month of November 2022 is as follows:  
 -A total of 162,472 gallons of fuel was purchased for the 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 \$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

PUBLIC RECORDS INFORMATION  
 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 12/2023-06  
Fuel Usage for December 2022 - District 3

Back/Back 1

No. of P/Cs Type	Date	Time	Address	Days between P/Cs	Paid P/Type	Total Cost	Gallons Purchased	Total Cost	Exempt Tax	
1	12/1/2022	7:49	1811 Hunter Dr 110, El Paso, TX		UNL	\$3,969	17,243	\$51.53	\$3.16	
1	12/22/2022	17:06	1811 Hunter Dr 110, El Paso, TX	1	UNL	\$3,165	19,324	\$61.15	\$3.54	
1	12/26/2022	19:18	1811 Hunter Dr 110, El Paso, TX	4	UNL	\$3,037	17,593	\$53.43	\$3.22	
1	12/29/2022	17:32	1811 Hunter Dr 110, El Paso, TX	3	SUP	\$3,121	23.18	\$72.34	\$4.24	
1	12/18/2022	10:25	1811 Hunter Dr 110, El Paso, TX	9	UNL	\$2,678	12,874	\$34.48	\$2.36	
1	12/20/2022	16:53	7400 Alameda Ave, El Paso, TX	2	SUP	\$2,936	18,694	\$54.88	\$3.42	
1	12/27/2022	11:57	3601 Montblanc Ave, El Paso, TX	7	UNL	\$2,913	10,09	\$29.39	\$1.85	
<b>Totals</b>						<b>\$2.98</b>	<b>118,998</b>	<b>\$357.20</b>	<b>\$21.79</b>	
Average for the Month										
							December	City's Cost*		\$ 344.03

**Purpose:** To calculate total fuel consumption for District 3 for the month of December 2022  
**Subject:** Mr Rene Barrera - 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 8%\*\*) + (Total Monthly Cost - Total Exempt Tax)

\*\*The 8 % included in the City's Cost calculation is a Streets and Maintenance (SAM) fee in cover direct and indirect costs of the City of El Paso's Fuel Program. See W/R F-3

**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 Districts 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 \$344.93 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  
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 P2023-46  
 Fuel Usage for January 2023 - District 3

No. of P-Card Usage	Date	Time	Address	Days Between Fill Ups	Fuel Type	Unit Cost	Gallons Purchased	Total Cost	Per Gallon Price	
1	1/2/2023	17:12	1811 Hunter Dr El Paso, TX		UNL	\$3.07	17.756	\$54.50	\$3.25	
1	1/7/2023	8:59	594 N Yarbrough Dr El Paso, TX	4	UNL	\$2.90	25.876	\$74.94	\$4.74	
1	1/12/2023	8:36	6100 Fremontville Dr El Paso, TX	7	UNL	\$2.90	17.956	\$51.77	\$3.27	
1	1/17/2023	15:02	1811 Hunter Dr El Paso, TX	3	UNL	\$2.91	15.696	\$45.70	\$3.87	
1	1/19/2023	14:53	1811 Hunter Dr El Paso, TX	7	SUP	\$3.35	19.275	\$64.46	\$3.53	
1	1/20/2023	11:14	1414 E Pasco Dr El Paso, TX	6	UNL	\$3.40	17.225	\$58.55	\$3.15	
1	1/21/2023	17:33	995 Lomaland Dr El Paso, TX	1	SUP	\$3.11	15.633	\$48.57	\$2.86	
1	1/22/2023	8:34	6100 Townsend Dr El Paso, TX	9	SUP	\$3.39	15.966	\$54.23	\$2.93	
<b>Total</b>				<b>3.86</b>		<b>\$3.13</b>	<b>145.305</b>	<b>\$564.60</b>	<b>\$3.33</b>	
Average for the Month										
							City's Cost			\$39.85

2-26  
 1-1  
 1-8  
 1-3  
 Back/Back

3-14

**Purpose:** To calculate total fuel consumption for District 3 for the month of January 2023  
**Source:** Mr Rene Barrera Administrative Services Manager Street and Maintenance, "Personal Fuel Monthly Bill - January 2023 Details"

**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/F-53

**Procedure:**  
 -Analyzed most recent months' fuel consumption records 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

**Results:**  
 A review of District 3's Fuel Consumption for the month of January 2023 is as follows:  
 -A total of 145,305 gallons of fuel was purchased for the month  
 -A total cost of \$437.85 was paid by the City for the month  
 -An average of 3.86 days passed between fuel fill-ups  
 -An average of \$3.13 per gallon of fuel was paid per transaction  
 -An average of 18,163 gallons of fuel was purchased per transaction  
 -An average of \$56.60 worth of fuel was purchased per transaction

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 F2023-06  
 Fuel Usage for February 2023 - District 3

No. of P-Cards	Date	Time	Address	Days of the Month	Fuel Type	Units Cost	Gallons Purchased	Total Cost	Exempt Gas
1	2/1/2023	7:53	800 N Carolina Dr, El Paso, TX	1	UNL	\$3.48	16.487	\$57.36	\$3.02
1	2/7/2023	11:40	2100 N Zana para Rd, El Paso, TX	7	UNL	\$2.82	17.099	\$48.13	\$3.13
1	2/14/2023	10:43	1346 Alameda Ave, El Paso, TX	2	UNL	\$3.27	17.141	\$56.01	\$3.14
1	2/14/2023	18:03	860 N Loop 481 Presdent, El Paso, TX	4	UNL	\$2.89	25.763	\$74.34	\$4.71
1	2/14/2023	21:31	940 Montana Dr Airways, El Paso, TX	2	UNL	\$2.87	16.699	\$47.94	\$3.06
1	2/17/2023	12:32	995 Lombard Dr, El Paso, TX	5	UNL	\$2.81	21.445	\$60.33	\$3.92
1	2/24/2023	22:50	995 Lombard Dr, El Paso, TX	3	UNL	\$2.75	7.854	\$21.61	\$1.44
1	2/25/2023	31:54	995 Lombard Dr, El Paso, TX	2	UNL	\$2.81	11.698	\$32.85	\$2.14
1	2/27/2023	7:57	995 Lombard Dr, El Paso, TX	1	UNL	\$2.81	16.286	\$45.73	\$2.93
<b>Total</b>	9			<b>325</b>		<b>\$2.94</b>	<b>16,719</b>	<b>\$48,37</b>	<b>\$3.06</b>
Average for the Month									
								City's Cost	\$48.30

2-20  
 2-1  
 2-1  
 2-1  
 2-1  
 3-11 Back/Back 1

Purpose: To calculate total fuel consumption for District 3 for the month of February 2023.  
 Source: Mr. Rene Ramirez - Administrative Services Manager, Streets and Maintenance; "Internal Fuel Monthly Roll" - January 2023 Details.

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: E-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

Results:  
 A review of District 3's Fuel Consumption for the month of February 2023 is as follows:  
 -A total of 16,472 gallons of fuel was purchased for the month  
 -A total cost of \$48.30 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 \$49.17 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: \_\_\_\_\_

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

Back/Back 3

No. of P-Card	Card No.	Time	Address	City	Fuel Type	Unit Cost	Card No.	Total Cost	Amount Tax
1	3072023	1:21	6100 Towerline Dr, El Paso, TX	UNL	\$3.932	18.385		\$54.49	\$3.40
1	3072023	16:14	5598 Dempsey St, Rockl, El Paso, TX	UNL	\$3.963	16.236		\$48.38	\$3.99
1	3072023	17:09	1811 Hunter Dr 110, El Paso, TX	UNL	\$3.094	5.036		\$15.38	\$0.92
1	3072023	15:51	1811 Hunter Dr 110, El Paso, TX	UNL	\$3.047	16.503		\$50.28	\$3.02
1	3072023	16:59	1811 Hunter Dr 110, El Paso, TX	SUP	\$3.516	18.494		\$65.02	\$3.38
1	3072023	15:46	1811 Hunter Dr 110, El Paso, TX	UNL	\$3.159	11.891		\$37.56	\$2.18
1	3072023	17:11	4140 N Mesa St, El Paso, TX	UNL	\$3.224	14.655		\$47.24	\$2.68
1	30572023	13:34	7400 Alameda Ave, El Paso, TX	UNL	\$3.243	17.026		\$55.21	\$3.12
<b>Total</b>	<b>8</b>	<b>Average for the Month</b>		<b>3.14</b>	<b>\$3.15</b>	<b>118.516</b>	<b>\$373.76</b>	<b>\$46.72</b>	<b>\$2.71</b>
								City's Cost* <b>5</b> <b>361.55</b>	

**PREPARE SOURCE:** To calculate total fuel consumption for District 3 for the month of March 2023 Ms Alejandra Marfil - Business & Financial Manager Streets and Maintenance Mr Rene Barrera - Administrative Services Manager, Streets and Maintenance "Internal Fuel Monthly Bill - March 2023 Details" PDF

**Notes:**  
 \*The City's Cost is calculated as follows: (Total Gallons Purchased x P-Card) + (Total Monthly Cost - Total Exempt Tax)  
 \*\*The 1% 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: 23](#)

**Procedures:**  
 -Analyzed most recent monthly fuel consumption trends in Calendar Year 2023 as per Chief Internal Auditor's instruction;  
 -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 March 2023 is as follows  
 -A total of 118,516 gallons of fuel was 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 \$3.15 per gallon of fuel was paid per transaction  
 -An average of 14,815 gallons of fuel was purchased per transaction  
 -An average of \$46.72 worth of fuel was purchased per transaction

PUBLIC RECORDS INFORMATION ON 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 - District 3

Months/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost	Comments	W/W Performance
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	2.93	298,076	\$987.39		
Nov-22	10	2.78	162,472	\$521.25		
Dec-22	7	4.33	118,998	\$344.93		
<b>Totals</b>	<b>112</b>		<b>1,943,972</b>	<b>\$6,691.49</b>		

**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 Districts 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  
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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 F2023-06  
 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	W/P/References
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		
<b>Totals</b>	<b>17</b>		<b>414,293</b>	<b>\$ 1,228.20</b>		

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

**Source:** Mr. Rene Borrazo - 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  
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 TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: \_\_\_\_\_ BY: \_\_\_\_\_ TO: \_\_\_\_\_

->MONTIELMA->PSHCMPRD

Favorites Main Menu Work/e Ad... Personal Information... Modify a Person

Home Local Database Search Information Renewal

Cleavie Rodriguez

Person ID 079873

Current Addresses

Address Type	As Of Date	Status	Address	View Address Data
Home	07/12/2010	A	[REDACTED]	<a href="#">View Address Data</a>
Mailing	07/20/2020	A	[REDACTED]	<a href="#">View Address Data</a>

Phone Information

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

Email Addresses

Email Type	Email Address	Preferred
Business	[REDACTED]	<input checked="" type="checkbox"/>

Network Information

Network ID	IP Protocol	IP Domain	Preferred

Return to Search Home Update/Display Include History

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 HAVE BEEN REMOVED IN ACCORDANCE WITH THE  
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 DATE: \_\_\_\_\_ BY: \_\_\_\_\_ TO: \_\_\_\_\_

Dist	City	Address	City	City	City	City	City	
1	12/17/2021	1825	2100 N Zaragoza Rd, El Paso, TX	SUP	\$3,295	11,339	\$37.36	\$2.08
1	12/17/2021	1771	1330 N Zaragoza Rd, El Paso, TX	SUP	\$2,875	18,715	\$33.81	\$3.42
1	12/17/2021	1054	1811 Moser Dr 110, El Paso, TX	SUP	\$3,173	18,816	\$59.70	\$3.44
1	12/17/2021	1114	10026 Madonna Ave, El Paso, TX	SUP	\$2,849	18,828	\$33.65	\$3.45
1	12/17/2021	1135	1490 George Dieter Dr, El Paso, TX	SUP	\$3,231	18,864	\$90.77	\$3.45
1	12/17/2021	1218	1490 George Dieter Dr, El Paso, TX	SUP	\$3,161	18,276	\$37.77	\$3.34
Average for the Month					\$3,110	17,673	\$33.94	\$3.28
January					City's Cost*		\$312.27	

**Summary:** To calculate total fuel consumption for District 6 for the month of January, 2022

**Source:**

Mr. Rene Barrena - Administrative Services Manager, Streets and Maintenance; "External Fuel Monthly Bill - January 2022, District 6" PDF

**Notes:**

The City's Cost is calculated as follows: (Total Gallons Purchased x 3%<sup>69</sup>) + (Total Monthly Cost - Total Exempt Tax)

\*The 3% 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 [WAC B3](#)

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

- A total of 104,838 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 \$33.94 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 GOVT. CODE CH. 552)

DATE \_\_\_\_\_ BY \_\_\_\_\_ TO: \_\_\_\_\_

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

Receipt #	Date	Vendor	Quantity	Unit	Price	City's Cost*	City's Cost*	City's Cost*	City's Cost*
1	1/14/2022	1490 Umcgr Destr Tx, El Paso, TX	5	SUP	\$3,258	5,983	\$19.37	\$1.09	
1	1/19/2022	8160 Geomgr Blvd El, El Paso, TX	4	SUP	\$3,258	17,657	\$97.52	\$3.33	
1	1/19/2022	1490 Geomgr Destr Tx, El Paso, TX	6	SUP	\$3,265	19,04	\$62.17	\$3.48	
1	1/25/2022	2100 N Zaragoza Rd, El Paso, TX	6	SUP	\$3,023	18,835	\$56.99	\$3.45	
1	2/9/2022	11601 Logan @ Perdue, El Paso, TX	6	SUP	\$3,481	18,139	\$63.11	\$3.32	
Totals			5			79,664	\$259.16	\$14.57	
Average per the Month					4.30	\$8.25	\$16.93	\$81.80	\$2.91
					February			City's Cost*	\$150.96

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

**Source:** Mr. Rene Barzua - Administrative Services Manager, Streets and Maintenance; "Estimate Fuel Monthly Bill - February 2022\_District 6" PDF

**Note:** \*The City's Cost is calculated as follows: (Total Gallons Purchased x 89%) + (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 WTR-83

**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 Districts 6's Fuel Consumption for the month of February 2022 is as follows:
  - A total of 79,664 gallons of fuel was purchased for the month
  - A total cost of \$259.96 was paid by the City for the month
  - An average of 4.2 days passed between fuel fill-ups
  - An average of \$3.25 per gallon of fuel was paid per transaction
  - An average of 15,933 gallons of fuel was purchased per transaction
  - An average of \$51.83 worth of fuel was purchased per transaction.

PIIR. RECORDS INFORMATION  
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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-Cost, Total Fuel Cost Review F2023-06  
 Fuel Usage for March 2022 - District 6

No. of Transactions	Date	From	To	City	City	City	City	City	City
1	3/19/2022	17-41	1490 George Deane Dr, El Paso, TX	UNL	\$3,280	11,261	\$38.60	\$3.06	
1	3/19/2022	17-00	2050 Tremont Dr, El Paso, TX	UNL	\$3,183	6,777	\$21.55	\$1.24	
1	3/22/2022	17-07	8160 Gateway Blvd E, El Paso, TX	UNL	\$3,199	8,777	\$28.08	\$1.61	
1	3/22/2022	14-56	1811 Hunter Dr 110, El Paso, TX	UNL	\$3,241	7,476	\$24.23	\$1.37	
1	3/22/2022	18-12	4480 Marmon/Alvarado, El Paso, TX	UNL	\$3,488	7,607	\$26.53	\$1.39	
1	3/22/2022	11-01	8160 Gateway Blvd E, El Paso, TX	UNL	\$3,989	7,438	\$29.67	\$1.36	
1	3/22/2022	17-10	10026 Madonna Ave, El Paso, TX	UNL	\$4,136	17,861	\$73.87	\$3.27	
<b>Totals</b>			<b>Average for the Month</b>		<b>\$1.60</b>	<b>9,499</b>	<b>\$94.36</b>	<b>\$1.76</b>	

PUBLIC RECORDS INFORMATION  
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 DATE: \_\_\_\_\_ BY \_\_\_\_\_ TO: \_\_\_\_\_

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

**Source:** Mr. Rene Barrera - Administrative Services Manager Streets and Maintenance - External Fuel Monthly Bill - March 2022, District POP

**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/PC 1-3

**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 Districts 6's Fuel Consumption for the month of March 2022 is as follows:

-A total of 67,199 gallons of fuel was purchased for the month

-A total cost of \$233,611 was paid by the City 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 was purchased per transaction

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

Internal Audit Office  
 City Council City Manager's Office Pre-Cond. Travel Fuel Card Review 7/2023-06  
 Fuel Usage for April 2022 - District 6

Dist	Date	Time	Address	Dist	Vehicle	Unit	Rate	City's Cost*	City's Cost*	City's Cost*
1	4/15/22	16:30	6300 Gateway Blvd E, El Paso, TX	6	UNL	UNL	\$3,999	17,861	\$71.43	\$3.27
1	3/21/2022	17:59	6300 Gateway Blvd E, El Paso, TX	7	UNL	UNL	\$4,000	18.12	\$72.49	\$3.32
1	4/15/2022	9:47	6300 Gateway Blvd E, El Paso, TX	2	SUP	SUP	\$4,148	13,342	\$55.34	\$3.44
1	4/07/2022	11:29	1330 N Zaragoza Rd, El Paso, TX	4	SUP	SUP	\$4,296	16.74	\$71.91	\$3.06
1	4/07/2022	10:45	2100 N Zaragoza Rd, El Paso, TX	5	SUP	SUP	\$3,897	17,049	\$66.44	\$3.12
1	4/07/2022	14:02	10026 Morton Ave, El Paso, TX	5	SUP	SUP	\$3,805	17,049	\$64.87	\$3.12
1	4/14/2022	19:45	1330 N Zaragoza Rd, El Paso, TX	5	SUP	SUP	\$4,094	17,446	\$71.42	\$3.19
Average for the Month				4.14			\$4.03	117,607	\$473.90	\$3.52
April								16,801	\$67.70	\$3.87
								City's Cost*		\$3,461.79

Reference: To calculate total fuel consumption for District 6 for the month of April 2022

Source:

Mr. Rene Barrena - Administrative Services Manager, Streets and Maintenance, "External Fuel Monthly Bill - April 2022, District 6" PDF

Note:

\*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/F- E-3

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 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 \$461.79 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 purchased 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  
 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 F2023-016  
 Fuel Usage for May 2022 - District 6

No. of P-Cards Used	City	Address	City	City	City	City	City	
1	11601	Regina St, El Paso, TX	3	SLIP	\$4,364	17,446	\$76.13	\$3.19
1	11601	Regina St, El Paso, TX	3	SLIP	\$4,344	16,308	\$70.90	\$2.98
1	11601	Regina St, El Paso, TX	3	SLIP	\$4,271	16,597	\$70.89	\$3.04
1	6200	Lamar St, El Paso, TX	5	SLIP	\$3,984	16.5	\$65.74	\$3.02
1	10026	Marathon Ave, El Paso, TX	4	SLIP	\$4,020	16,356	\$65.76	\$2.99
1	11601	Regina St, El Paso, TX	3	SLIP	\$4,039	16,637	\$74.00	\$3.05
1	11601	Regina St, El Paso, TX	4	SLIP	\$4,327	15,628	\$69.19	\$2.86
1	501	2005	4	SLIP	\$4,925	115,585	\$492.61	\$21.13
<b>Totals</b>	<b>7</b>	<b>Average for the Month</b>	<b>1.43</b>		<b>\$4.95</b>	<b>16,401</b>	<b>\$70.37</b>	<b>\$3.02</b>
		<b>May</b>				<b>City's Cost*</b>		<b>\$,488.72</b>

**Footnote:** To calculate total fuel consumption for District 6 for the month of May 2022

**Source:** Mr. Rose Ramirez - Administrative Services Manager, Streets and Maintenance, "General Fuel Monthly Bill - May 2022, Details" PDF

**Note:** The City's Cost is calculated as follows: (Total Gallons Purchased \* 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: 6.3

**Procedure:**

- Selected a judgmental 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 Derr Between Fuel Fill-Ups

**Results:**

- A review of Districts 6's Fuel Consumption for the month of May 2022 is as follows
- A total of 115,585 gallons of fuel was purchased for the month
- A total cost of \$488.72 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

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 E-Card Travel Fuel Card Review: F2023-06  
 Fuel Usage for June 2022 - District 6

Key-#	Date	Time	Address	Days	Card Type	Fuel Price	Quantity	Fuel Cost	Tax
1	6/18/2022	12:30	11601 Rustle @Pondera, El Paso, TX		SUP	\$4,456	13,623	\$69.64	\$2.66
1	6/18/2022	12:30	1490 George Decker Dr, El Paso, TX	3	SUP	\$4,567	13,468	\$70.64	\$2.83
1	6/20/2022	14:31	8160 Gateway Blvd E, El Paso, TX	3	SUP	\$4,519	13,467	\$69.89	\$2.83
1	6/20/2022	14:31	1330 N Zaragoza Rd, El Paso, TX	0	SUP	\$4,519	0.366	\$0.93	\$0.04
1	6/20/2022	14:31	400 Van Horn Dr, Van Horn, TX	1	SUP	\$5,399	13,891	\$75.00	\$2.34
1	6/20/2022	14:30	8160 Gateway Blvd E, El Paso, TX	2	SUP	\$4,529	13,792	\$71.53	\$2.89
1	6/20/2022	14:30	8160 Gateway Blvd E, El Paso, TX	4	SUP	\$4,528	16,708	\$75.66	\$3.06
1	6/20/2022	14:30	8160 Gateway Blvd E, El Paso, TX	3	SUP	\$4,644	17,365	\$80.64	\$3.18
1	6/20/2022	14:30	11601 Rustle @Pondera, El Paso, TX	3	SUP	\$4,644	11,826	\$53.90	\$2.03
<b>Totals</b>				<b>235</b>		<b>\$4.65</b>	<b>13,816</b>	<b>\$64.24</b>	<b>\$2.53</b>
Average for the Month									
June								<b>City's Cost*</b>	<b>\$ 502.54</b>

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

**Source:** Mr. Rene Herrera - Administrative Services Manager, Streets and Maintenance, "External Fuel Monthly Bill - June 2022, 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 WFE-53

**Procedures:** Selected a judgmental 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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 TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)

DATE: \_\_\_\_\_ BY: \_\_\_\_\_ TO: \_\_\_\_\_

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

No. of Fuel Cards	Card No.	Address	Days	Fuel Type	City's Cost	City's Cost*	City's Cost**
1	6422001	3335 N Verduynh Dr El Paso, TX	5	SUP	\$4,452	20,128	\$89.66
1	6422002	11601 Rojas @Pondera, El Paso, TX	5	SUP	\$4,446	20,121	\$91.48
1	77/2022	6680 Montana Ave, El Paso, TX	4	SUP	\$4,474	19,967	\$94.86
1	77/2022	11601 Rojas @Pondera, El Paso, TX	6	SUP	\$4,141	20,343	\$84.23
1	77/2022	8160 Cleburne Blvd E, El Paso, TX	4	SUP	\$4,316	20,041	\$84.59
1	77/2022	2114	3	UNL	\$3,630	19,518	\$70.84
1	77/2022	6680 Montana Ave, El Paso, TX	3	UNL	\$3,630	19,517	\$86.57
<b>Totals</b>	<b>6</b>	<b>Average for the Month</b>	<b>3.67</b>		<b>\$4,24</b>	<b>19,856</b>	<b>\$84.36</b>
						<b>City's Cost*</b>	<b>\$,013.9</b>

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

DATE: \_\_\_\_\_ BY: \_\_\_\_\_ TO: \_\_\_\_\_

**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, Detail" PDF

**Note:** The City's Cost is calculated as follows: (Total Gallons Purchased x 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 WPA EA

**Procedure:** Selected a judgmental 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 \$493.30 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 19,856 gallons of fuel was purchased per transaction
- An average of \$84.36 worth of fuel was purchased per transaction

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

No. of Days	Date	Station	Address	Days	Fuel Type	Rate/Quad	Quantity	Total Cost	Tax
1	7/6/2022	1415	8160 Gateway Blvd E, El Paso, TX	4	SUP	\$3,914	17.192	\$67.29	\$3.15
1	7/26/2022	19-28	2100 N Zaragoza Rd, El Paso, TX	7	SUP	\$3,577	19.622	\$70.90	\$3.63
1	7/27/2022	21-30	2100 N Zaragoza Rd, El Paso, TX	3	SUP	\$3,530	19.163	\$67.45	\$3.51
1	8/16/2022	14-1	1330 N Zaragoza Rd, El Paso, TX	3	SUP	\$3,733	20.799	\$77.64	\$3.81
1	8/24/2022	38-36	6200 Gateway Blvd E, El Paso, TX	4	SUP	\$3,223	20.628	\$66.47	\$3.77
1	8/27/2022	18-14	1490 George Dieter Dr, El Paso, TX	3	SUP	\$1,596	12.448	\$44.84	\$2.28
1	8/27/2022	18-14	400 Van Horn Dr, Van Horn, TX	3	SUP	\$4,988	19.314	\$96.55	\$3.53
1	8/1/2022	18-11		3	SUP		129.282	\$491.14	\$23.68
Average for the Month				3.71		\$3.79	18.483	\$78.16	\$3.38
Total								\$877.41	\$43.88

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

**Source:** Mr. Kenz Barrios - Administrative Services Manager, Streets and Maintenance, "External Fuel Monthly, Bld - August 2022, District 6 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 Street and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See W/IC-8-3

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

- Requested sample to include all fuel activity on 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 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  
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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 Fuel Card Review F2023-06  
 Fuel Usage for September 2022 - District 6

Line Item	Date	Time	Address	Usage	Rate	Invoice	Quantity	Price	Amount
1	09/07/22	8:48	11601 Majca, El Paso, TX	SUP	\$3,720	21,433	\$79.72	\$3,922	
1	09/08/22	0:50	1330 N Zaragoza Rd, El Paso, TX	SUP	\$3,660	20,909	\$76.71	\$3,833	
1	09/22/22	1:00	1490 George Oster Dr, El Paso, TX	SUP	\$3,759	19,421	\$73.00	\$3,55	
1	09/27/2022	11:12	11601 Majca, El Paso, TX	SUP	\$3,685	19,776	\$72.88	\$3,62	
1	09/17/2022	10:14	3011 Shadow Mountain Dr, El Paso, TX	SUP	\$3,735	18,481	\$68.84	\$3,38	
1	09/12/22	15:37	11601 Majca, El Paso, TX	SUP	\$3,566	20,563	\$73.32	\$3,76	
1	09/08/22	16:38	1330 N Zaragoza Rd, El Paso, TX	SUP	\$3,600	20,077	\$72.28	\$3,67	
1	09/07/2022	14:31	6200 Gateway Blvd E, El Paso, TX	SUP	\$3,235	20,238	\$65.47	\$3,70	
<b>Average for the Month</b>				<b>3.90</b>	<b>\$3.63</b>	<b>166,898</b>	<b>\$69.23</b>	<b>\$3.68</b>	
<b>September</b>						<b>City Cost*</b>		<b>\$,946.66</b>	

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: \_\_\_\_\_

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

**Notes:**  
 \*The City's Cost is calculated as follows: (Total Gallons Purchased x \$4.94) + (Total Monthly Cost - Total Exempt Tax)  
 \*\*The \$- included in the City's Cost calculation is a Streets and Maintenance (S&M) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See W/PC 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 Districts 6's Fuel Consumption for the month of September 2022 is as follows

- A total of 160,898 gallons of fuel was purchased for the month
- A total cost of \$565,66 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 gallons of fuel was purchased per transaction
- An average of \$72.78 worth of fuel was purchased per transaction

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

File #	Date	City	Address	District	Card #	Unit Cost	Quantity	Total Cost	Balance
1	9/18/2022	18-28	6640 Montana, El Paso, TX	3	SUP	\$3,776	21.017	\$79.37	\$3.85
1	9/19/2022	18-28	11601 Regal, El Paso, TX	3	SUP	\$3,768	19.232	\$72.47	\$3.52
1	9/20/2022	18-28	10026 Montana Ave, El Paso, TX	3	SUP	\$3,351	20.356	\$68.21	\$3.73
1	9/25/2022	18-17	6200 Gateway Blvd, El Paso, TX	3	SUP	\$3,288	19.781	\$65.03	\$3.62
1	9/29/2022	18-28	11601 Regal, El Paso, TX	4	SUP	\$3,829	20.546	\$78.19	\$3.76
1	10/7/2022	18-21	598 Campbell, El Paso, TX	3	SUP	\$3,833	19.879	\$76.19	\$3.64
1	10/4/2022	17-98	11601 Regal, El Paso, TX	2	SUP	\$3,824	20.147	\$77.05	\$3.68
1	10/7/2022	18-20	11601 Regal, El Paso, TX	4	SUP	\$4,084	19.562	\$79.88	\$3.18
1	10/7/2022	18-24	6200 Gateway Blvd, El Paso, TX	21	SUP	\$3,559	19.625	\$69.84	\$3.59
1	10/7/2022	18-24		21	SUP		188.145	\$666.71	\$32.98
<b>Average for the Month</b>				<b>538</b>		<b>\$3.79</b>	<b>28.016</b>	<b>\$74.08</b>	<b>\$3.66</b>
<b>October***</b>							<b>City's Cost*</b>		<b>\$ 648.14</b>

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

DATE: \_\_\_\_\_ BY: \_\_\_\_\_ TO: \_\_\_\_\_

**Footnote:** To calculate total fuel consumption for District 6 for the month of October 2022  
**Source:** Mr Rene Barrena - 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 \$\*\*\*) + (Total Monthly Cost - Total Exempt Tax)
- \*\*The \$ \*\* is included in the City's Cost calculation is a Streets and Maintenance (SMA) Fee in cover direct and indirect costs of the City of El Paso's Fuel Program. See W/L: R-3
- \*\*\* 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.

**Precedents:**

- 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 Diffs Between Fuel Fill-Ups

**Results:**

- A review of Districts 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 3.38 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.

Item #	Date	Time	Address	Days between fill-ups	Product	Price per Gallon	Gallons	Fuel Cost	Exempt Tax	
1	11/01/2022	7:44	602 Horizon Blvd, Seaton, TX	4	SUP	\$3.853	19.689	\$75.85	\$3.60	
1	11/7/2022	15:43	2100 N Zangueosa Rd, El Paso, TX	1	SUP	\$3.539	17.202	\$60.87	\$3.15	
1	11/8/2022	9:15	1490 George Decker Dr, El Paso, TX	1	SUP	\$3.900	20.715	\$80.78	\$3.79	
1	11/14/2022	12:55	2100 N Zangueosa Rd, El Paso, TX	2	SUP	\$3.421	15.459	\$52.88	\$2.83	
1	11/15/2022	9:45	1811 Hunter Dr 110, El Paso, TX	3	SUP	\$3.725	19.588	\$72.97	\$3.58	
1	11/15/2022	17:50	2100 N Zangueosa Rd, El Paso, TX	0	UNL	\$3.361	14.215	\$47.78	\$2.60	
1	11/15/2022	15:35	3101 N Yorkwood Dr, El Paso, TX	4	UNL	\$3.223	10.299	\$33.20	\$1.88	
1	11/15/2022	15:57	2955 George Decker Dr, El Paso, TX	2	UNL	\$3.121	14.484	\$45.20	\$2.65	
1	11/22/2022	11:28	2955 George Decker Dr, El Paso, TX	9	UNL	\$3.059	17.917	\$54.53	\$2.73	
1	11/29/2022	11:50	11601 Right, El Paso, TX	0	UNL	\$3.059	2.108	\$64.42	\$3.45	
<b>Totals</b>							<b>167.628</b>	<b>\$579.98</b>	<b>\$30.65</b>	
Average for the Month							<b>2.78</b>	<b>\$3.48</b>	<b>16.763</b>	<b>\$57.96</b>
November								<b>City's Cost*</b>	<b>5,462.33</b>	

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

Source: Mr. Rene Herrera - Administrative Services Manager, Streets and Maintenance; "External Fuel Monthly Bill - November 2022, 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: 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 November 2022 is as follows:
- A total of 167,628 gallons of fuel was purchased for the month
- A total cost of \$162,33 was paid by the City for the month
- An average of 2.78 days passed between fuel fill-ups
- An average of \$3.43 per gallon of fuel was paid per transaction.
- An average of 16,763 gallons of fuel was purchased per transaction.
- An average of \$57.96 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-7-1-1, Transit Fuel Cost Review (P2022-46)  
 Fuel Usage for December 2022 - District 6

Line #	City	Address	City	Vehicle	Unit	Cost	Cost	Cost	Cost	Cost
1	1144	11981 Vista del Sol Dr, El Paso, TX	UNL	UNL	18,943	\$37.91	\$3.07			
1	1242	1490 Orange Drive Dr, El Paso, TX	UNL	UNL	19,631	\$37.47	\$3.59			
1	1242	2951 Orange Drive Dr, El Paso, TX	UNL	UNL	12,324	\$34.29	\$2.29			
1	1316	11001 Super, El Paso, TX	UNL	UNL	19,231	\$32.57	\$3.52			
1	1531	1490 Orange Drive Dr, El Paso, TX	UNL	UNL	18,344	\$31.91	\$3.35			
1	1535	1818 Monroe Dr 114, El Paso, TX	UNL	UNL	17,778	\$39.67	\$3.21			Purchased with Budget 160, 407356
<b>Totals</b>	<b>6</b>	<b>Average for the Month</b>	<b>4.39</b>	<b>UNL</b>	<b>106,450</b>	<b>\$38.77</b>	<b>\$3.98</b>	<b>\$1.78</b>	<b>\$1.78</b>	
		<b>December</b>			<b>17,742</b>	<b>\$3.96</b>	<b>\$3.96</b>	<b>\$1.78</b>	<b>\$1.78</b>	
		<b>City's Cost*</b>					<b>\$3,843.11</b>			

**FOOTNOTES:** To calculate total fuel consumption for District 6 for the month of December 2022:

**Equation:**  $Mr. Steve Herrera - Administrative Services Manager, Streets and Maintenance: * Formula: Fuel Monthly Bill * December 2022 Diesel POP$

**Notes:** \*The City's Cost is calculated as follows: (Total Gallons Purchased \* 84¢) - (Total Monthly Cost - Total Example Tax)

\*The 84¢ included in the City's Cost calculation is a Sales and Maintenance (S&M) Fee in our contract and indirect costs of the City of El Paso's Fuel Program. See **W/2-13**

**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

-Identified Total Gallons Purchased, Fuel Cost, Example Cost and City's Cost

-Identified Average Gallons Purchased, Fuel Cost, Example Cost and City's Cost

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

-A total of 106,453 gallons of fuel was purchased for the month.

-A total cost of \$304,811 was paid by the City for the month.

-An average of 6.2 days passed between fuel fill-ups.

-An average of \$2.56 per gallon of fuel was paid per transaction.

-An average of 17,742 gallons of fuel was purchased per transaction.

-An average of \$32.43 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 P2023-06  
 Fuel Usage Summary From January 2022 to December 2022 - District 6

Month/Year	Days	Average Daily Average Mileage	Total Gallons Purchased	Total Cost	Comments	W/P Reference
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		
<b>Totals</b>	<b>86</b>		<b>1,458,963</b>	<b>\$5,293.94</b>		

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

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

**Procedure:**

- Analyzed most recent month's 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 Districts 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 Trips	Time	Address	City	State	Zip	City's Purchase Price	Quantity Purchased	Total Purchase Price	Quantity Purchased	Total Purchase Price	Quantity Purchased	Total Purchase Price	Quantity Purchased	Total Purchase Price	Quantity Purchased	Total Purchase Price	Quantity Purchased	Total Purchase Price			
1	12:12	4140 N. Loop W., El Paso, TX	El Paso	TX	79907	\$3.843	10,994	\$41,645	10,994	\$41,645	10,994	\$41,645	10,994	\$41,645	10,994	\$41,645	10,994	\$41,645			
Average for the Month																					
<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: right;">City's Cost</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 32.23</td> </tr> </table>																			City's Cost		\$ 32.23
	City's Cost																				
	\$ 32.23																				

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

**Request:** Mr. Reed Barrera - Administrative Services Manager, Streets and Maintenance, External Fuel Monthly Bill - January 2023, District 6

**Notes:**

\*The City's Cost is calculated as follows: (Total Gallons Purchased x Price) - (Total Monthly Cost - Total Example Tax)  
 \*The \$% included in the City's Cost calculation is a Vehicle and Motorist (SAVN) Fee to cover device and address costs of the City of El Paso's Fuel Program. See WFL 234

**Procedure:**

- Analyzed more recent month's fuel consumption trends on Calendar Year 2022, as per Chief Internal Auditor's instructions  
 - Reviewed Total Gallons Purchased, Fuel Cost, Example Cost and City's Cost  
 - Calculated Average Gallons Purchased, Fuel Cost, Example Cost, and City's Cost (if applicable)

**Benefits:**

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 \$41,645 was paid by the City for the month  
 - An average of \$3.84 per gallon of fuel was paid per transaction  
 - An average of 10,994 gallons of fuel was purchased per transaction  
 - An average of \$3.84 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 Fuel Card Review 12023-06  
Fuel Usage for February 2023 - District 6

No. of Trucks	Date	Time	Address	Card	Bill Type	Unit	Gallons Purchased	Total Cost	Exempt Tax
1	2/6/2023	8:19	1592 Lombard Dr. El Paso, TX	UNL	UNL	16.685	\$46.97	\$3.05	
Average for the Month							16.685	\$46.97	\$3.05
February							16.685	\$46.97	\$3.05
City's Cost*								\$ 46.97	

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

**Source:** Mr Rene Barzua - Administrative Services Manager Streets and Maintenance; External Fuel Monthly Bill - February 2023; Debit

**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 1-13

**Precedents:**

- Analyzed most recent month's 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)

**Remarks:**

- A review of Districts 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 \$46.97 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  
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-Cord, Travel Fuel Card Review P2023-06  
 Fuel Usage for March 2023 - District 6

No. of Transactions	Date	Time	Address	Days Between Fuel Purchases	Quantity Purchased (Gallons)	Unit Cost (Dollars)	Quantity (Gallons)	Total Cost (Dollars)	Amount (Dollars)
1	3/1/2023	9:14	1998 Lombard Dr, El Paso, TX	7	UNL	\$2,825	17,449	\$49,20	\$3.19
1	3/2/2023	14:37	1998 Lombard Dr, El Paso, TX	UNL	UNL	\$3,094	16,788	\$31,94	\$3.07
1	3/23/2023	20:27	2955 George Dieter Dr, El Paso, TX	15	UNL	\$3,185	18,514	\$39,19	\$3.40
Average for the Month				11.90		\$3,03	17,687	\$51,48	\$3.22
March									\$ 158,80

**Period:** To calculate total fuel consumption for District 6 for the month of March 2023  
**Street:** Ms. Alondra Morillo - Business & Financial Manager, Streets and Maintenance, Mr. Rene Bartra - Administrative Services Manager, Streets and Maintenance; "External Fuel Monthly Bill - March 2023" 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 (SMA) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See W/IR-23

**Precedence:**

- Analyzed more recent month's 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 Districts 6's Fuel Consumption for the month of March 2023 is as follows:
- A total of 52,821 gallons of fuel was purchased for the month
- A total cost of \$158,800 was paid by the City for the month.
- An average of 11 days passed between fuel fill-ups.
- An average of \$3.03 per gallon of fuel was paid per transaction
- An average of 17,687 gallons of fuel was purchased per transaction
- An average of \$33.48 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 P2023-06  
 Fuel Usage Summary From January 2023 to March 2023 - District 6

Month/Year	Number of Fuel Fil-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Per-Gallon Fuel Cost	Comments	W/C Reference
Jan-23	1	30.00	10,994	\$32.33		
Feb-23	1	30.00	16,685	\$45.25		
Mar-23	3	11.00	\$7,821	\$155.00		
<b>Totals</b>	<b>5</b>		<b>35,500</b>	<b>\$257.58</b>		

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

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

**Procedure:** Analyzed most recent month's 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 District 6's Fuel Consumption from January 2023 to March 2023 demonstrated that:

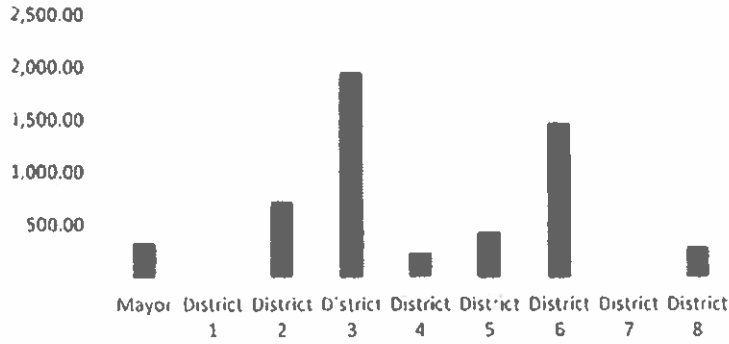
- A total of 80,50 gallons of fuel was purchased.
- A total of 5 fuel fill-ups for January and February.
- A total cost of \$232.58 was paid by the City for fuel.

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

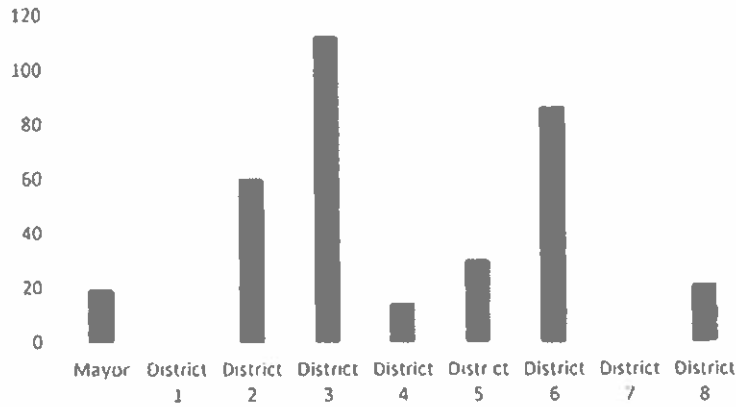
DATE: \_\_\_\_\_ BY: \_\_\_\_\_ TO: \_\_\_\_\_

**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**

**Total # of Gallons Purchased**



**Total # of Transactions in 2022**



**Net Fuel Cost for 2022**



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 Frequency Calendar - District 6

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
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. 56)

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 3

December 2021						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	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  
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
<b>Totals</b>	<b>0.00</b>		<b>0.000</b>	<b>\$0.00</b>

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
<b>Totals</b>	<b>60</b>		<b>707.750</b>	<b>\$2,397.19</b>

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
<b>Totals</b>	<b>112</b>		<b>1943.972</b>	<b>\$6,691.49</b>

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 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	53.164	\$172.25
Dec-22	2	0.00	29.165	\$78.76
<b>Totals</b>	<b>14</b>		<b>224.787</b>	<b>\$754.24</b>

**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
<b>Totals</b>	<b>30</b>		<b>428.450</b>	<b>\$1,543.85</b>

**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	3.38	180.145	\$648.14
Nov-22	10	2.78	167.628	\$562.33
Dec-22	6	6.20	106.453	\$304.81
<b>Totals</b>	<b>86</b>		<b>1,458.963</b>	<b>\$5,293.94</b>

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

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
<b>Totals</b>	<b>0</b>		<b>0.000</b>	<b>\$0.00</b>

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
<b>Totals</b>	<b>21</b>		<b>278.588</b>	<b>\$1,076.20</b>

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
<b>Totals</b>	<b>19</b>		<b>326.428</b>	<b>\$1,260.16</b>

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

DATE \_\_\_\_\_ BY \_\_\_\_\_ TO \_\_\_\_\_



PARENT ACCOUNT:  
City of El Paso

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

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# Purchase Activity Report

ORD NUMBER	ORD DATE	ORD DESCRIPTION	ITEM NUMBER	QUANTITY	UNIT PRICE	TOTAL PRICE	TAX	TOTAL	AMOUNT PAID	AMOUNT DUE
11-03	12/4	PERVIOUS ODOMETER	0712283	0	7388					
11-07	12/3	1402 Hendon Blvd, Socorro, TX	0712276	0	7388					
11-08	08/25	1409 George Odom Dr, El Paso, TX	0712276	0	7388					
11-10	12/3	1409 George Odom Dr, El Paso, TX	0712283	0	7388					
11-13	08/25	1811 Kuyler Dr Hq, El Paso, TX	0084127	0	7388					
11-17	12/3	2101 N Zaragoza Rd, El Paso, TX	0712283	0	7388					
11-18	12/7	2205 George Odom Dr, El Paso, TX	0712283	0	7388					
11-25	11/25	2205 George Odom Dr, El Paso, TX	0712283	0	7388					
11-25	12/3	11801 Rojas @Pecos, El Paso, TX	0712283	0	7388					
<p>***** TO ENSURE MORE ACCURATE MILEAGE REPORTING, VEHICLE DISTANCE STATISTICS ARE NOT CALCULATED WHEN KEY ODOMETER READINGS ARE NOT WITHIN AN ACCEPTABLE RANGE. *****</p>										
<p>P. PUBLIC RECORDS INFORMATION ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE HAVE BEEN REMOVED IN ACCORDANCE WITH THE TEXAS PUBLIC INFORMATION ACT (TX GOV'T CODE CH. 552)</p>										
<p>DATE: _____ BY: _____ TO: _____</p>										

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

