

Exhibit 8

CITY CLERK DEPT
2023 AUG 28 AM10:07

Page 1 of 51 05/05/2023

04-18-23

09:00AM

1001 22 April Campaign Licenses
Brooklyn complaint that her
neighbor uses city rents and fee
Campaigner

04/05/23 1550m meeting City 2
Nov. Anonymous tele
City Rep. Rodriguez is our
gas exec for Capital and Peabody
city has the a staff

City Rep. Kennedy
Finance works an Audit Comm
City Rep. Claudia Hernandez (former
District 6.

City Rep. Cassandra Hernandez
District 3.

Billing Cycle 15" n 15"

Oct 22 Billing Cycle 15" n 31"
overall day 45 day

04/10/23 1116 1149

Comments
written August 3, 2023.

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 652)

DATE: 5-5-23 BY C719 DEPT.
TO: AG2AN

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 *RF*

DATE EFFECTIVE

APPROVED:

Distribution:
All City of El Paso Employees

SECTION I: POLICY PURPOSE

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

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

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

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

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

SECTION 2: SCOPE

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

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

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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/discard.

SECTION 12: SEPARATION FROM THE CITY

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

SECTION 13: DEPARTMENT TRANSFER

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

SECTION 14: INTERNAL AUDIT

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

SECTION 15: MANAGERS AND SUPERVISORS

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

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

Managers and supervisors may contact Fleet Maintenance regarding any discrepancies.

SECTION 16: SANCTIONS

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

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

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DATE: _____ BY: _____ TO: _____



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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

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

DATE _____ BY _____ TO: _____



Vehicle Log Book

Department Record of Fuel Purchases

Department:
Equipment ID:
Make/Model:

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO RECORDS
ACT ARE UNRELEASABLE.
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DATE 10 BY Y

->MONTIELMA->PSHCMPRD

Favorites Main Menu Workforce Administration Personal Information Biographies Modify a Person

Biography Data Address Phone Email Network

Cassandra Hernandez

Person ID: 0-9511

Address Type	As Of Date	Status	Address	Action
Home	04/17/2013	A	[REDACTED]	View Address Detail
Mobile	04/17/2013	A	[REDACTED]	View Address Detail

Phone Type	Telephone	Extension	Preferred
Primary Cell Phone	[REDACTED]		

Email Type	Email Address	Action
Business	Hernandez.Cassandra@elpasotexas.gov	Preferred

Network ID	IM Protocol	IM Domain	Preferred

Save Return to Search Previous in List Next in List Modify Refresh UpdateDisplay Include History

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

DATE: _____ BY: _____ TO: _____

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

No. of P-Card #	Date	Name	Address	Type of Purchase	Total Cost		Gallons Purchased	Average Cost per Gallon	Estimated Fuel Cost
					Exempt Cost	Total Cost			
1	1/1/2022	\$18	9635 McCombs St, El Paso, TX	UNL	\$2,970	\$17,006	\$50,77	\$213	
1	1/21/2022	11211	18111 Laredo Dr 110, El Paso, TX	3	UNL	\$2,873	1,538	\$186	\$2,91
1	1/22/2022	1674	8366 Alameda Ave, El Paso, TX	7	UNL	\$2,818	14,819	\$176	\$2,71
1	1/22/2022	13-91	5020 Sean Hartnett Dr, El Paso, TX	1	UNL	\$2,818	4,182	\$1,79	\$0,77
1	1/23/2022	14-31	995 Lorraine Dr, El Paso, TX	4	UNL	\$2,836	15,211	\$1314	\$2,78
1	1/30/2022	1808	1811 Haner Dr 110, El Paso, TX	7	UNL	\$2,857	11,996	\$2428	\$2,20
1	1/30/2022	913	3525 N Yarborough Dr, El Paso, TX	2	UNL	\$2,853	5,081	\$1450	\$0,93
1	1/30/2022	920	3525 N Yarborough Dr, El Paso, TX	0	UNL	\$2,853	14,608	\$1768	\$2,67
Total						\$2,873	\$20,53	\$18,10	
Average for the Month					\$2,46	\$12,369	\$35.45	\$2.26	
						City's Cost*			\$273.39

Procedure: To calculate total fuel consumption for District 3 for the month of January 2022
Source: Mr. René Rímera - 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 \$*•*) + (Total Monthly Cost - Total Exempt Tax)

- *The *'s included in the City's Cost calculations is a Streets and Maintenance (\$A.M) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See W/C F-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 Direct Benefits Fuel Fill-Ups

Results:

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

- A total of 98,473 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 1,43 days passed between fuel fill-ups.
- An average of \$2.46 per gallon of fuel was paid per transaction.
- An average of 12,369 gallons of fuel was purchased per transaction
- An average of \$35.45 worth of fuel was purchased per transaction

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DATE _____ BY _____ TO: _____

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

No. of P-Card	Date	Time	Address	Days Between P-Card	P-Card Type	Unl.	Total Cost	Gallons Purchased	Fuel Cost	Gasoline	Diesel
1	3/1/2022	7:38	6100 Trowbridge Dr, El Paso, TX	3	UNL	\$3,239	16,034	\$31.26	\$2.91		
1	3/2/2022	9:13	3366 Alameda Ave, El Paso, TX	1	UNL	\$3,257	20,821	\$34.48	\$3.08		
1	3/2/2022	9:44	3366 Alameda Ave, El Paso, TX	4	UNI	\$3,241	15,944	\$36.02	\$3.12		
1	3/1/2022	10:34	7400 Alameda Ave, El Paso, TX	9	UNL	\$4,136	17,211	\$71.18	\$2.93		
1	3/1/2022	10:35	2050 Trowbridge Dr, El Paso, TX	1	UNL	\$3,918	17,404	\$68.19	\$3.15		
1	3/1/2022	10:35	6100 Trowbridge Dr, El Paso, TX	1	UNL	\$3,918	17,404	\$68.19	\$3.18		
1	3/1/2022	10:51	1811 Hunter Dr 110, El Paso, TX	3	UNL	\$3,995	17,361	\$71.27	\$3.27		
1	3/1/2022	10:51	1811 Hunter Dr 110, El Paso, TX	3	UNL	\$3,995	17,361	\$71.27	\$3.27		
Total				3.50		\$15,57	17,459	\$62.35	\$3.19		
			Average for the Month					City's Cost*			
			March					\$423.45			

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

Source: Mr. Rose 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 #*.***) + (Total Monthly Cost - Total Fueling Tax)

*The *% deducted in the City's Cost calculation is = Streets and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See W/F: F-2

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, External Cost and City's Cost

-Calculated Average Gallons Purchased, Fuel Cost, External Cost, and Days Between Fuel P-Card

Results:

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

-A total of 17,459 gallons of fuel was purchased for the month

-A total cost of \$423.45 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 17,459 gallons of fuel was purchased per transaction

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

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

DATE _____ BY _____
TO _____

City Council City Manager's Office P-Cards, Travel Fuel Card Review P2023-06
Fuel Usage for April 2022 - District 3

Parsons: I'm calculating total fuel consumption for District 3 for the month of April 2022.

Mr. Rene Barrera - Administrative Services Manager, Streets and Maintenance, External Fuel Monthly Bill - April 2012. Below

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*The City's Cost is calculated as follows: (Total Kiloliters Purchased x \$0.20) + [Total Monthly Cost - Total Exempt Tax]

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Selected & judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption
Extended 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
Consumed in 100 Gallons Purchased**

Results: A review of District 3's Fuel Consumption for the month of April

- A trial of 116 055 gallons of fuel were purchased for the month
- A total cost of \$45125 was paid by the City for the month

An average of 4.7 days passed between fuel fill-ups.

- An average of \$1.00 per gallon of fuel was paid per transaction
- An average of 16,579 gallons of fuel was purchased per transaction

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TO _____
BY _____
DATE _____

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review 172023-46
Fuel Usage for May 2022 - District 3

No. of Trips	Date	Time	Address	Days Between Trips	Fuel Type	Unit Cost	Gallons Purchased	Total Cost	Consumption (in Gallons)
1	4/7/2022	16:24	7400 Alameda Ave. El Paso, TX	6	UNL	\$4.023	17.37	\$69.87	\$3.18
1	4/8/2022	10:23	995 Laramie Dr. El Paso, TX	4	UNL	\$3.960	15.65	\$59.88	\$2.86
1	4/7/2022	9:54	7400 Alameda Ave. El Paso, TX	1	UNL	\$3.883	17.799	\$59.11	\$3.26
1	4/26/2022	14:33	1811 Hunter Dr 110, El Paso, TX	6	UNL	\$3.894	17.916	\$59.77	\$3.28
1	5/2/2022	15:51	11999 Gateview Blvd W. El Paso, TX	6	UNL	\$4.020	16.922	\$58.03	\$3.10
1	5/8/2022	14:31	1811 Hunter Dr 110, El Paso, TX	4	UNL	\$4.199	17.006	\$57.41	\$3.11
1	5/12/2022	11:49	8366 Alameda Ave. El Paso, TX	4	UNL	\$4.024	16.231	\$56.51	\$2.97
7	Average for the Month			4.17	UNL	\$4.023	16.985	\$57.93	\$3.11
					City's Cost*		\$463.23		
					May				

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

Source: Mr. Rene Herrera - Administrative Services Manager, Streets and Maintenance, "External Fuel Month_Rpt - May 2022_ District" PDF

Note: *The City's Cost is calculated as follows: (Total Gallons Purchased x \$4.02) + (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 WPR-Ex-2

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, Llamada Cost and City's Cost

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

Results:

A review of District 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 purchases

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

-An average of 16.985 gallons of fuel was purchased per transaction

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

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DATE: _____ BY: _____ TO: _____

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-46
Fuel Usage for June 2022 - District 3

No. of Fill Up	Date	Time	Address	Days between Fill-Ups	Fuel Type	Gallons	Exempt Cost	Total Cost	Exempt Tax
1	5/17/2022	9:32	995 Lomaland Dr, El Paso, TX		UNL	\$4.19	10.955	\$45.94	\$2.00
1	5/17/2022	17:16	8366 Alameda Ave, El Paso, TX	3	UNL	\$4.27	16.56	\$70.60	\$3.03
1	5/21/2022	7:29	6100 University Dr, El Paso, TX	4	UNL	\$4.19	17.222	\$72.17	\$3.15
1	5/23/2022	8:46	8366 Alameda Ave, El Paso, TX	2	FNL	\$4.21	17.651	\$74.22	\$3.23
1	5/25/2022	11:05	8366 Alameda Ave, El Paso, TX	2	UNL	\$4.16	17.861	\$74.36	\$3.27
1	5/26/2022	18:32	5600 Alameda Ave, El Paso, TX	1	UNL	\$4.15	17.264	\$71.55	\$3.16
1	5/29/2022	21:41	1811 Hunter Dr 110, El Paso, TX	3	UNL	\$4.30	14.664	\$56.99	\$2.68
1	5/31/2022	16:10	1811 Hunter Dr 110, El Paso, TX	5	UNL	\$4.37	16.308	\$71.27	\$2.98
1	6/3/2022	10:34	6100 Transind Dr, El Paso, TX	2	UNL	\$4.52	16.415	\$74.22	\$3.00
1	6/6/2022	21:51	1811 Hunter Dr 110, El Paso, TX	1	UNL	\$4.52	24.613	\$111.28	\$4.50
1	6/9/2022	17:16	7879 N Leon @ Mauer, El Paso, TX	3	UNL	\$4.45	17.773	\$79.12	\$3.25
1	6/9/2022	13:05	995 Lomaland Dr, El Paso, TX	2	LNL	\$4.53	12.637	\$57.34	\$2.32
1	6/14/2022	14:31	1811 Hunter Dr 110, El Paso, TX	3	UNL	\$4.45	17.113	\$76.13	\$3.13
Total				2.58		\$4.33	16.697	\$72.41	\$3.05
								City's Cost*	\$918.41
								June	

Purposes: To calculate total fuel consumption for District 3 for the month of June 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 85%) + (Total Monthly Cost - Total Exempt Tax)

**The 85% 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/B: F-3

Procedures:

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

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 \$918.41 was paid by the City for the month.
- An average of 2.58 days passed between fuel fill-ups.
- An average of \$4.33 per gallon of fuel was paid per transaction
- An average of 16.697 gallons of fuel was purchased per transaction
- An average of \$72.41 worth of fuel was purchased per transaction

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

TO _____
BY _____
DATE: _____

Brady Brink 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 July 2022 - District 1

No. of Fuel Up.	Date	Time	Address	Days Between Fuel Up		Gallons Purchased	Total Cost	Exempt Tax
				From	To			
1	6/16/2022	8:30	2050 Tramwood Dr. El Paso, TX		UNL	\$4.293	24.64	\$105.80
1	6/17/2022	15:48	7400 Alameda Ave El Paso, TX		UNL	\$5.192	15.839	\$66.49
1	6/21/2022	16:50	8366 Alameda Ave. El Paso, TX	5	UNL	\$4.044	31.191	\$126.15
1	6/24/2022	11:58	6100 Trambridge Dr. El Paso, TX	3	UNL	\$4.051	9.522	\$38.58
1	6/27/2022	12:05	18111 Ilerme Dr 110 El Paso, TX	2	UNL	\$4.142	16.478	\$68.25
1	7/5/2022	8:45	6100 Trambridge Dr. El Paso, TX	8	UNL	\$4.055	16.908	\$68.57
1	7/6/2022	12:24	6100 Trambridge Dr. El Paso, TX	1	UNL	\$4.055	14.519	\$58.07
1	7/10/2022	12:19	995 Lorraine Dr. El Paso, TX	4	UNL	\$3.336	24.254	\$93.03
Total	8					\$4.088	153.177	\$624.94
			Average for the Month			3.43	19.157	\$78.12
							City's Cost*	\$409.16
							July	

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

Sources:

Mr. Ketic Umarra - Administrative Services Manager, Streets and Maintenance, "External Fuel Monthly H10 - July 2022_Detail" PDF.

Notes:

The City's Cost is calculated as follows: (Total Gallons Purchased x \$0.49) + (Total Monthly Cost - Total Exempt Tax)

*The H10's included in the City's Cost calculation is a "Wheels and Maintenance" (\$AM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See WPF-2.

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 MAPP

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

-Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Up.

Results:

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

-A total cost of \$409.16 was purchased 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 19.157 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: _____

B4K / B4K

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card Travel Fuel Card Review P2023-06
Fuel Usage for August 2022 - District 3
Fuel Usage for August 2022 - District 1

No. of P-Card Up	Date	Time	Address	Days Between Fill-Ups	Gasoline Purchased	Total Cost	Comments
1	7/16/2022	21:39	995 Lomaland Dr. El Paso, TX	1	UNL	\$3.54	21.059
-	7/17/2022	14:28:25	8366 Alameda Ave. El Paso, TX	1	UNL	\$3.55	14.631
-	7/19/2022	16:38	6100 Tres Amadas Dr. El Paso, TX	2	UNL	\$3.55	16.947
-	7/20/2022	18:56	8366 Alameda Ave. El Paso, TX	1	UNL	\$3.58	24.275
-	7/22/2022	11:44	1811 Hunter Dr. 110. El Paso, TX	2	UNL	\$3.59	5.367
-	7/23/2022	16:29	1811 Hunter Dr. 110. El Paso, TX	1	UNL	\$3.57	11.848
-	7/24/2022	19:42	599 N Yamaguchi Dr. El Paso, TX	4	UNL	\$3.52	17.370
-	7/27/2022	19:42	1811 Hunter Dr. 110. El Paso, TX	5	UNL	\$3.41	16.830
-	8/1/2022	16:35	1811 Hunter Dr. 110. El Paso, TX	3	UNL	\$3.31	16.520
-	8/2/2022	14:19	6100 Trochbridge Dr. El Paso, TX	5	UNL	\$3.17	16.746
-	8/11/2022	7:23	599 N Yamaguchi Dr. El Paso, TX	2	UNL	\$3.26	10.301
-	8/11/2022	11:42	1811 Hunter Dr. 110. El Paso, TX	2	UNL	\$3.35	16.080
1	8/11/2022	11:42	1811 Hunter Dr. 110. El Paso, TX	2	UNL	\$3.35	16.080
Total	12			2.55	\$3.44	17.331	\$691.43
Average for the Month							
August							

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

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

Results:
A review of Districts 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-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

TO: _____
BY: _____
DATE: _____

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

No. of P-Card Entries	Date	Time	Address	Distance Miles	Fuel Type	Unit Cost	Gallons Purchased	Total Cost	Tax
1	8/19/2022	0:59	6100 Townridge Dr, El Paso, TX	5	UNL	\$1.28	17.057	\$22.36	\$1.12
1	8/20/2022	21:51	7400 Alameda Ave, El Paso, TX	1	UNL	\$1.29	23.686	\$31.86	\$1.53
1	8/21/2022	19:11	7150 Alameda Ave, El Paso, TX	1	UNL	\$1.33	22.81	\$30.60	\$1.17
1	8/23/2022	16:12	8366 Alameda Ave, El Paso, TX	1	UNL	\$1.26	12.591	\$30.98	\$1.30
1	8/26/2022	18:52	1811 Hester Dr 110, El Paso, TX	6	UNL	\$1.16	17.189	\$54.65	\$3.15
1	8/27/2022	10:57	8366 Alameda Ave, El Paso, TX	6	UNL	\$1.19	24.25	\$77.24	\$4.44
1	8/29/2022	16:53	14995 Gateway Blvd W, El Paso, TX	2	UNL	\$1.09	16.917	\$52.24	\$3.10
1	8/30/2022	0:58	1811 Hester Dr 110, El Paso, TX	2	UNL	\$1.24	23.138	\$57.59	\$3.27
1	9/1/2022	1:57	1811 Hester Dr 110, El Paso, TX					157.858	\$510.45
Total:	8			32.59		\$1.23	19.739	\$63.81	\$3.61
					City's Cost			\$49.20	
					September				

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

Source:

Mr. Raul Ramirez - Administrative Services Manager, Streets and Maintenance; "External Fuel Monthly Bill - September 2022, Detail" P-Dr

Note:
The City's Cost is calculated as follows: (Total Gallons Purchased x 85%) + (Total Monthly Cost - Total Fixing™ Tax)

*The 8 % included in the City's Cost calculation is a Streets and Maintenance (\$AM) Fee in cover direct and indirect costs of the City of El Paso's Fuel Program. See W/P: E.3

Procedures:

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

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

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

-Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and City's Cost Between Fuel Fill-Ups

Results:

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

-A total of 157.858 gallons of fuel was purchased for the month

-A total cost of \$49.20 was paid by the City for the month

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

-An average of \$1.23 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

Ref #	Up	Date	Time	Address	Type	Quantity	Unit Cost	Purchased	Total Cost	District 3	
										Gasoline	Diesel
1	91152022	10/11/2022	13:11:54	1811 Hunter Dr 110, El Paso TX	UNL	53.288	24.032	\$79.03	\$4.40		
1	984628022	11-55	6:00	6100 Ybarra Dr, El Paso, TX	I	UNL	53.353	16.974	\$556.94	\$3.11	
1	92102022	6:12	23:01	2955 George Díaz Dr, El Paso, TX	S	UNL	53.359	24.241	\$11.41	\$4.44	
1	91152022	17:09	18:11 Hunter Dr, El Paso, TX	2	UNL	53.383	11.718	\$59.64	\$2.14		
1	91152022	18:59	2955 George Díaz Dr, El Paso, TX	4	UNL	53.384	24.835	\$581.55	\$4.54		
1	102252022	11:57	8346 Alameda Ave, El Paso, TX	I	UNL	53.315	17.303	\$57.36	\$3.17		
1	102252022	20:12	1811 Hunter Dr 110, El Paso, TX	4	UNL	53.395	26.996	\$91.38	\$4.94		
1	102252022	18:58	7879 N Lamp @ Mtns, El Paso, TX	-	UNL	53.385	20.697	\$70.06	\$3.79		
1	101122022	13:52	6100 Ybarra Dr, El Paso, TX	5	UNL	53.541	17.256	\$562.96	\$2.16		
1	101122022	14:25	1811 Hunter Dr 110, El Paso, TX	I	UNL	53.538	16.762	\$559.41	\$3.07		
1	101122022	7:41	6100 Ybarra Dr, El Paso, TX	6	UNL	53.493	19.906	\$570.42	\$3.64		
1	102252022	16:15	1811 Hunter Dr 110, El Paso, TX	3	UNL	53.437	17.614	\$61.53	\$3.22		
1	102252022	13:57	7400 Alameda Ave, El Paso, TX	3	UNL	53.445	24.294	\$566.81	\$3.56		
1	102252022	8:33	399 N Yarborough Dr, El Paso, TX	I	UNL	53.492	16.011	\$55.91	\$2.93		
Totals						233	\$3.62	\$97.57	\$3.64	City's Cost*	\$ 97.57
Average for the Month											
October**											

Parameters: To calculate total fuel consumption for District 3 for the month of October 2022
Sources: Mr. René Barreiro - Administrative Services Manager, Streets and Maintenance: "F-terminal Fuel Monthly Bill" - District 3 and 6 Details PDF

Notes:

The City's Cost is calculated as follows: [Total Gallons Purchased x 8%**] + [Total Monthly Cost - Total Fueling 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: F-2

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

Procedures:

- Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption 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, Average Cost and City's Cost

Calculated Average Gallons Purchased, Fuel Cost, Average Cost, and City's Cost Between Fuel Fill-Ups

Results:

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

- A total of 236.076 gallons of fuel were purchased for the month
- A total cost of \$97.59 was paid by the City for the month
- An average of 2.93 gallons passed between fuel fill-ups
- An average of \$3.42 per gallon of fuel was paid per transaction
- An average of 19.62 gallons of fuel was purchased per transaction
- An average of \$07.87 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: _____

Cm of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card Travel Fuel Card Review 12/21-46
Fuel Usage for November 2022 - District 3

No. of Fill-Ups	Date	Time	Address	Days Between Fill-Ups	Fuel Type	Total Cost	Gallons Purchased	Total Cost/Gal.	Distance Traveled
1	10/31/2022	19:06	7179 N Lape & Meyer, El Paso, TX	2	UNL	\$3.46	13.106	\$32.64	\$2.78
1	11/2/2022	11:57	1811 Hunter Dr 110, El Paso, TX	1	UNL	\$3.42	16.953	\$31.97	\$3.10
1	11/5/2022	7:34	995 Laredoland Dr, El Paso, TX	1	UNL	\$3.49	24.519	\$35.35	\$4.49
1	11/6/2022	21:36	995 Laredoand Dr, El Paso, TX	3	UNL	\$3.54	10.464	\$37.03	\$1.91
1	11/9/2022	19:02	1811 Hunter Dr 110, El Paso, TX	3	UNL	\$3.45	17.317	\$39.71	\$1.17
1	11/9/2022	15:54	1811 Hunter Dr 110, El Paso, TX	4	UNL	\$3.36	17.672	\$39.40	\$3.23
1	11/11/2022	19:16	6100 Trowbridge Dr, El Paso, TX	6	UNL	\$3.12	16.321	\$50.93	\$2.99
1	11/12/2022	9:11	6100 Trowbridge Dr, El Paso, TX	2	UNL	\$3.06	19.244	\$51.69	\$3.52
1	11/22/2022	12:05	7400 Alameda Ave, El Paso, TX	1	UNL	\$3.06	4.620	\$31.14	\$0.45
1	11/23/2022	11:38	1811 Hunter Dr 110, El Paso, TX	3	UNL	\$3.07	20.166	\$51.82	\$3.69
Total						162.472	\$537.94	\$3.37	
Average for the Month						2.73	53.39	16.247	\$33.39
									80 miles per month
									City's Case# SS2125

Procedure: To calculate total fuel consumption for District 3 for the month of November 2022
Source: Mr. René Ramírez - 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 (Avg. Cost) + (Total Monthly Cost - Total Exempt Tax)

*The \$ * included in the City's Cost calculation is Streets and Maintenance (SAM) fee to cover direct and indirect costs of the Cm of El Paso's Fuel Program See [Wise E-2](#)

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

Results:

- A review of District 3's Fuel Consumption for the month of November 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 \$31.30 per gallon of fuel was paid per transaction.
- An average of 16.247 gallons 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-Cat. Travel Fuel Card Report 172023-06
Fuel Usage for December 2022 - District 3

No. of Fills Up	Date	Time	Address	Gallons	Purchased Total Cost	Exempt Tax
1	12/1/2022	7:49	1811 Hunter Dr 110, El Paso, TX	UNL	\$2,969	\$7,243
1	12/2/2022	17:06	1811 Hunter Dr 110, El Paso, TX	1	UN+	\$3,165
-	-	-	1811 Hunter Dr 110, El Paso, TX	4	UN+	\$3,037
-	-	-	1811 Hunter Dr 110, El Paso, TX	3	SUP	\$3,121
-	12/7/2022	17:32	1811 Hunter Dr 110, El Paso, TX	9	UNI.	\$2,678
-	12/7/2022	10:25	1811 Hunter Dr 110, El Paso, TX	2	SUP	\$2,926
-	12/20/2022	16:12	7400 Alameda Ave, El Paso, TX	7	UNL	\$2,913
-	12/27/2022	11:57	3601 Montana Ave, El Paso, TX	4.33	\$2.98	\$118.98
Total				4.33	\$17,866	\$51,03
					Chris's Cost*	\$344.83
					December	

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

Source: Mr. René Barreza - Administrative Services Manager, Streets and Maintenance; "External Fuel Monthly Bill - December 2022_District 3"

Notes:

"The City's Cost is calculated as follows: (Total Gallons Purchased x 10⁶*) + (Total Monthly Cost - Total Exempt Tax)

*The % included in the City's Cost calculation is a Streets and Maintenance (S&M) fee in cover direct and indirect costs of the City of El Paso's Fuel Program. See W/F: F-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 Costs Between Fuel Fill-Ups

Riskless:

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

• A total of 118,996 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
ALL CASE ELEMENTS IN ACCORDANCE WITH THE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)
TO: _____
BY: _____
DATE: _____

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P#2023-16
Fuel Usage for January 2023 - District 1

No. of Trans.	Date	Time	Address	Days Between	Fuel Type	Dist/Cost	Gallons Purchased	Total Cost	Expenditure
1	1/20/2023	17:12	1811 Hunter Dr #10 El Paso, TX	4	UNL	\$1.97	17.756	\$34.50	\$32.25
1	1/20/2023	8:59	589 N Zaragoza Dr El Paso, TX	1	UNL	\$2.40	25.876	\$64.92	\$4.74
1	1/20/2023	8:26	6100 Treelodge Dr El Paso, TX	2	UNL	\$2.40	17.856	\$51.77	\$3.27
1	1/19/2023	19:32	1811 Hunter Dr #10 El Paso, TX	3	UNL	\$2.91	15.696	\$55.70	\$2.87
1	1/19/2023	19:32	1811 Hunter Dr #10 El Paso, TX	2	SUP	\$3.35	19.275	\$64.56	\$3.53
1	1/19/2023	19:32	1811 Hunter Dr #10 El Paso, TX	6	UNL	\$3.40	17.225	\$58.53	\$3.15
1	1/20/2023	11:14	1414 E Pasco Dr El Paso, TX	1	SUP	\$3.11	15.631	\$48.57	\$2.86
1	1/21/2023	17:33	9925 Lomaland Dr El Paso, TX	1	SUP	\$3.30	15.986	\$54.23	\$2.93
1	1/20/2023	8:24	6100 Treelodge Dr El Paso, TX	9	SUP	\$45.305	245.305	\$266.60	
Total							\$3.13	\$24.60	\$33.33
							Average Per Oil Month		
							1.86		
								City's Cost*	
								\$37.85	
									BY _____

Procedure: To calculate total fuel consumption for District 3 for the month of January 2023
Sources: Mr. Rene Barrera, Administrative Services Manager, Streets and Maintenance, "External Fuel Monthly Bill - January 2023 Details"

Notes:

*The City's Cost is calculated as follows: (Total Gallons Purchased) \times \$0.80 + (Total Monthly Cost - Total Freight Tax)

**The \$0.80 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 WIZ-E-2

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, Lampen Cost and City's Cost
- Calculated Average Gallons Purchased, Fuel Cost, Exempt Cost, and Days Between Fuel Fill-Ups

Notes:

- 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 18.63 gallons of fuel was purchased per transaction
- An average of \$24.60 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 (TEX GOV CODE CH 552)
 DATE: _____ BY: _____

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card Travel Fuel Card Review #P023-06
Fuel Card for February 2023 - District 3

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

The City's Cost is calculated as follows: [Total Gallons Purchased x \$0.000] = [Total Monthly Cost - Total Exempt Tax]

- Results:**

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

 - An analysis of most recent months' fuel consumption trends in Calendar Year 2023 as per Chief Internal Audit
 - Calculated Total Gallons Purchased, Fuel Cost, Average Cost and City's Cost
 - Calculated Average Gallons Purchased, Fuel Cost, Average Cost, and Dena Between Fuel Bill-Ups

- Instructions**
Analyze most recent months' fuel consumption trends in Calendar Year 2023 as per Chief Internal Auditor's instructions
Procedure:
1. Analyze Total Gallons Purchased, Fuel Cost, Exchange Cost and CMV and COE
2. Calculate Total Cost
3. Calculate CMV and COE
4. Calculate Difference Between Fuel CMV and COE
5. Calculate Difference Between Fuel Cost and Exchange Cost

Quantitative?

- A review of District 3's Fuel Consumption for the month of February shows a total of 1542 gallons of fuel was purchased for the month at a total cost of \$412. 10 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 \$19.77 gallons of fuel was purchased per transaction (an average of \$19.77 gallons 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)
BY _____
DATE: _____

City of El Paso Texas
Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage for March 2023 - District 3

No.	Date	Time	Address	Fuel Type	Units	Gallons	Cost	Total Cost	Units
1	3/01/2023	12:11	6100 Towneridge Dr, El Paso, TX	UNL	\$2,932	18,565	\$54.89	\$340	
2	3/02/2023	16:13	5500 Doniphan & Reed, El Paso, TX	UNL	\$1,963	16,236	\$51.38	\$199	
3	3/02/2023	10:49	1811 Hunter Dr 110, El Paso, TX	UNL	\$3,094	5,036	\$51.58	\$50.91	
4	3/02/2023	15:51	1811 Hunter Dr 110, El Paso, TX	UNL	\$3,047	16,503	\$50.28	\$50.02	
5	3/02/2023	16:09	1811 Hunter Dr 110, El Paso, TX	SUP	\$3,516	14,494	\$56.02	\$33.11	
6	3/02/2023	18:11	1811 Hunter Dr 110, El Paso, TX	UNL	\$3,159	11,891	\$57.56	\$2.11	
7	3/02/2023	15:46	1811 Hunter Dr 110, El Paso, TX	UNL	\$3,224	14,635	\$47.24	\$2.61	
8	3/02/2023	7:11	4120 N Mesa St, El Paso, TX	UNL	\$3,243	17,026	\$55.21	\$31.12	
9	3/23/2023	13:34	7240 Alameda Ave, El Paso, TX	UNL	\$18,516	5973.76	\$521.69		
Total			Average Gasoline		\$115	14,515	\$46.72	\$2.71	
			Gasoline					5	361.53
			March						

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

Notes:

- The CityxCost is calculated as follows: (Total Gallons Purchased x P*) + (Total Monthly Cost - Total Exempt Cost)
- *The P* % included in the CityxCost 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/Ft. P-2

Procedures:

- Analyzed most recent months 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 Diffs Between Past 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 \$372.76 was paid by the City for the month
- An average of 31.4 days passed between fuel fill-ups
- An average of \$31.5 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
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

Month/Year	# of Fuel-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost	Comments	EW/P Reference
Jan-22	8	3.43	98.873	\$273.39		
Feb-22	10	3.44	172.345	\$512.47		
Mar-22	7	3.50	122.209	\$423.85		
Apr-22	7	4.17	116.055	\$451.25		
May-22	7	4.17	118.897	\$463.23		
Jun-22	13	2.58	217.056	\$918.94		
Jul-22	8	3.43	133.177	\$689.16		
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		
Total	112		1,943.972	\$6,691.49		

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

Source: Mr. Rene Barranza - 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
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT CODE CH. 552)
TO: _____
BY: _____
DATE: _____

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

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost	Comments	W/P Reference
Jan-23	3	3.86	145.306	\$ 437.85		
Feb-23	9	3.25	150.472	\$ 428.80		
Mar-23	8	3.14	118.516	\$ 361.55		
Totals	17		414.293	\$ 1,228.20		

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

Source: Mr. René Barrera - 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 District 3's Fuel Consumption from January 2023 to March 2023 demonstrated that:

- A total of 414.293 gallons of fuel was purchased.

- A total of 17 fuel fill-ups for January and February.

- A total cost of \$1228.20 was paid by the City for fuel.

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

->MONTELMA->PSHCMRDI

Favorites Main Menu World e Address Book Personal Information Biological Modify & Print

Search General Contact Person Information Biological Modify & Print

Current Addresses Person ID: 028813

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

Phone Information

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

Email Addresses

Email Type	Email Address	Preferred
Business	http://[REDACTED].com/2020	<input checked="" type="checkbox"/>

Network Information

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

vo Return to Search Notify Request Update/Delete Include History

POLICE OFFICER'S INFORMATION
FORM 552
THIS IS TO BE FILED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 552)
TO: _____
BY: _____
DATE: _____

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

Address	Location	Supplier	Quantity (Gallons)	Unit Price (\$/gal.)	Total Cost (\$)	Comments
1 1811 Houser Dr #110 El Paso, TX	1811 Houser Dr #110 El Paso, TX	SUP	3,295	11.399	\$37,366	\$2.06
1 18025 Montaña Aves. El Paso, TX	18025 Montaña Aves. El Paso, TX	SUP	3,275	18.715	\$59,811	\$3.42
1 1490 George Danner Dr. El Paso, TX	1490 George Danner Dr. El Paso, TX	SUP	3,249	18.816	\$59,709	\$3.44
1 18025 Montaña Aves. El Paso, TX	18025 Montaña Aves. El Paso, TX	SUP	3,221	18.823	\$53,655	\$3.45
1 1490 George Danner Dr. El Paso, TX	1490 George Danner Dr. El Paso, TX	SUP	3,161	18.864	\$56,977	\$3.45
1 18025 Montaña Aves. El Paso, TX	18025 Montaña Aves. El Paso, TX	SUP	3,140	18.796	\$57,771	\$3.34
Total			43,310	\$17,473	\$522,661	\$3.28

Average for the Month

January

City's Cost*

\$312.27

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

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

Note: "The City's Cost is calculated as follows: (Total Gallons Purchased * \$14.00) + (Total Monthly Cost + Total Exempt Tax)

"The 1% included in the City's Cost calculation is a Streetcar and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See W.R. B3

Procedure:

- Selected a judgemental sample of Distances and Months in Calendar Year 2022 to analyze fuel consumption trends
- Expected sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Harbor
- The 1% included in the City's Cost calculation is a Streetcar and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See W.R. B3

Procedure:

- Selected a judgemental sample of Distances and Months in Calendar Year 2022 to analyze fuel consumption trends
- Expected sample to include all fuel activity in Calendar Year 2022 for all City Districts and the Harbor
- 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 Distances & 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 \$33.24 worth of fuel was purchased per transaction

P-18.5 RE-DISCLOSURE INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CM. 552)

DATE: _____ BY: _____ TO: _____

Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review P#023-06
Fuel Usage for February, 2022 - District 6

Ref #	Date	Fuel Type	Location	Station	Card	Exempt	Total	Gasoline	Diesel	Other
-	11/02/2021	SUP	1490 Uptown - District Dr, El Paso, TX			\$3,234	\$19,337	\$11,69		
-	11/02/2021	SUP	8160 Chihuahua Blvd E, El Paso, TX			\$3,258	\$17,657	\$57,52	\$3,23	
-	11/02/2021	SUP	1490 Uptown - District Dr, El Paso, TX			\$3,263	\$19,04	\$62,17	\$3,43	
-	11/02/2021	SUP	2100 N Zarzosa St, El Paso, TX			\$3,023	\$18,855	\$56,99	\$3,45	
-	11/02/2021	SUP	11601 Longmire @ Franklin, El Paso, TX			\$3,481	\$18,329	\$63,11	\$3,32	
Totals	5					429	210,664	\$150,16	\$14,57	\$2,91
Average per Gas Month						\$250.96				

Reference:

Comments: To calculate total fuel consumption for District 6 for the month of February 2022.

Source: Mr. Rane Barrera - Administrative Services Manager, Streets and Maintenance; "External Fuel Monthly Bill - February 2022_District 6 PDF"

Note: The City's Cost is calculated as follows: (Total Gallons Purchased x \$0.94) + (Total Monthly Cost, Total Exempt Tax)

*The 6% 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-123

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

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

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

- A total of 79,664 gallons of fuel was purchased for the month
- A total cost of \$150,96 was paid by the City for the month
- An average of 4.2 days passed between fuel fill-ups
- An average of \$3.29 per gallon of fuel was paid per transaction
- An average of 15,973 gallons of fuel were purchased per transaction
- An average of \$51.83 worth of fuel was purchased per transaction

PIR. ✓ 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 for March 2022 - District 6

Month	Location	Address	Days	Units	Gallons	Cost	Per Gallon	Total Cost	Comments
1	17-1	1490 George Dean Dr, El Paso, TX	4	UNL	53,230	11,261	\$26.60	\$300.06	
1	1300	2950 Thousand Oaks Dr, El Paso, TX	4	UNL	51,153	6,777	\$21.55	\$142.24	
1	1303	1160 Cypress Blvd E, El Paso, TX	3	UNL	53,199	8,777	\$21.08	\$191.61	
1	13-34	1811 Hunter Dr 10, El Paso, TX	7	UNL	52,241	7,476	\$24.22	\$183.77	
1	1812	6680 Marconi Dr 100, El Paso, TX	2	UNL	53,488	7,607	\$26.55	\$193.39	
1	13-35	8150 Marconi Blvd, El Paso, TX	5	UNL	53,959	7,438	\$29.67	\$218.36	
1	1710	10226 Marconi Ave, El Paso, TX	2	UNL	54,136	17,161	\$73.87	\$1,277.27	
1	1710	Average for the Month	129	SLR	51,520	6719	\$20.52	\$139.36	
									\$233.61

Fuel Used: To calculate total fuel consumption for District 6 for the month of March 2022

Sources:
Mr. Ramon Barrera - Administrative Services Manager Streets and Maintenance; *External Fuel Monthly Bill - March 2022, District 6 PDF

Notes:
*The City's Cost is calculated as follows: (Total Gallons Purchased x \$16.00) + (Total Monthly Cost - Total Exempt Tax)

**The 2 % included in the City's Cost calculation is a Streets and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See WIF-E.2

Procedures:

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

Rationale:

- A review of Districts 6's Fuel Consumption for the months of March 2022 is as follows
- A total of 67,19 gallons of fuel was purchased for the month
- A total cost of \$233.61 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 9,399 gallons of fuel were purchased per transaction
- An average of \$34.36 worth of fuel was purchased per transaction

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
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 Managers Office P-Card Travel Fuel Card Review P2023-06
Fuel Usage for April 2022 - District 6

Fuel Type	Address	Gallons	Date	Dest.		Cost*	Total Cost
				Units	Rate		
-	3015 W. Hwy 281, El Paso, TX	1025		UNL	\$3.999	17,651	\$71.43
-	6200 University Blvd, El Paso, TX	6		UNL	\$4.000	18.12	\$72.49
-	1211 N. 23rd, El Paso, TX	12-33		UNL	\$4.148	13,342	\$53.34
-	6200 University Blvd, El Paso, TX	9-22		UNL	\$4.296	16.74	\$51.91
-	1330 N Zenas Rd, El Paso, TX	2		SUP	\$3.897	17,049	\$66.44
-	1065 N Zenas Rd, El Paso, TX	4		SUP	\$3.805	17,049	\$64.87
-	10626 Montana Ave, El Paso, TX	5		SUP	\$4.094	17,446	\$71.42
-	1330 N Zenas Rd, El Paso, TX	5		SUP	\$4.094	17,567	\$73.90
Total		7				414	\$461.79

Average per Oil Month

April

City's Cost*

15.46

PUBLIC RECORDS INFORMATION
ALL CASE ELEMENTS SUBJECT TO NONDISCLOSURE
HAVE BEEN REMOVED IN ACCORDANCE WITH THE
TEXAS PUBLIC INFORMATION ACT (TX GOVT. CODE CH. 652)

DATE: _____ BY: _____ TO: _____

- Purpose:** To calculate total fuel consumption for District 6 for the month of April 2022
- Source:**
Mr. René Benítez - Administrative Services Manager, Streets and Maintenance, External Fuel Monthly Bill - April 2022 District- PDF
- Notes:**
The City's Cost is calculated as follows: (Total Gallons Purchased \times \$4.6179) + (Total Monthly Cost - Total Exempt Tax)
*The % included in the City's Cost calculation is a Streets and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See W.F.E.3
- Procedure:**
Selected a judgemental sample of Districts and Months in Calendar Year 2022 to analyze fuel consumption trends
-Extended 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 were 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 paid per transaction.
-An average of 16.801 gallons of fuel was purchased per transaction.
-An average of \$67.70 worth of fuel was purchased per transaction.

Internal Audit Office
City Council City Manager's Office P-Card, Travel Fuel Card Review #2023-06
Final Issues for May 2022 - District 6

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 Coated City Manager's Office P-Cert. Truck Fuel Card Review P2021-06
Fuel Usage for June 2022 - District 6

Location	Date	Address	Exempt	Non-Exempt	Fleet Cost	Tax	
11601 Rivas Boulevard, El Paso, TX	6/26/2022	11601 Rivas Boulevard, El Paso, TX	SUP	\$4,555	13,623	\$69.64	\$2.86
1490 George Dibester Dr, El Paso, TX	6/26/2022	1490 George Dibester Dr, El Paso, TX	SUP	\$4,567	13,633	\$70.64	\$2.13
6160 Gateway Blvd E, El Paso, TX	6/26/2022	6160 Gateway Blvd E, El Paso, TX	SUP	\$4,519	15,467	\$69.19	\$2.13
1350 N Zenasada Rd, El Paso, TX	6/26/2022	1350 N Zenasada Rd, El Paso, TX	SUP	\$4,519	0	\$69.19	\$0.04
400 Van Horn Dr, Van Horn, TX	6/26/2022	400 Van Horn Dr, Van Horn, TX	SUP	\$4,599	11,581	\$75.00	\$2.54
8160 Gateway Blvd E, El Paso, TX	6/26/2022	8160 Gateway Blvd E, El Paso, TX	SUP	\$4,559	15,793	\$71.59	\$2.89
8160 Gateway Blvd E, El Paso, TX	6/26/2022	8160 Gateway Blvd E, El Paso, TX	SUP	\$4,528	16,701	\$73.66	\$3.06
11601 Rivas Boulevard, El Paso, TX	6/26/2022	11601 Rivas Boulevard, El Paso, TX	SUP	\$4,644	17,365	\$80.64	\$3.18
					118,506	\$813.90	\$36.23
Total:	8				238	\$64.65	\$2.53

Average for the Month

City's Cost* \$592.54

\$592.54

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

Note: *The City's Cost is calculated as follows: (Total Gallons Purchased x 5%) + (Total Monthly Cost - Total Exempt Tax)

*The 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 MCL-53.

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

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

-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 City's Cost Between Fuel Filings

Results: A review of District 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 filings

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

DATE: _____ BY: _____ TO: _____

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

No.	Address	Amount	Date Purchased	Ref ID	Category	Cost	Exempt Cost	Total
1	3523 N Yarbrough Dr, El Paso, TX	\$1,452.00	7/1	SUP	\$4,452	20,138	\$89,66	\$1,69
1	11601 Plaza at Belvoir, El Paso, TX	\$1,452.00	7/1	SUP	\$4,546	20,121	\$91,44	\$1,68
1	6640 Montrose Ave, El Paso, TX	\$1,452.00	7/1	SUP	\$4,474	18,967	\$84,86	\$1,67
1	11601 Plaza at Belvoir, El Paso, TX	\$1,452.00	7/1	SUP	\$4,481	20,342	\$84,73	\$1,72
1	2160 Cherrywood Blvd E, El Paso, TX	\$1,452.00	7/1	SUP	\$4,476	20,061	\$84,50	\$1,67
1	6640 Montrose Ave, El Paso, TX	\$1,452.00	7/1	UNL	\$3,630	19,518	\$70,24	\$1,57
Total		6			3,67	19,288	\$86,57	\$21,86

Average for the Month:

City's Cost*

\$ 691.39

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

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

Note:

*The City's Cost is calculated as follows: (Total Gallons Purchased * \$91.39) + (Total Monthly Cost - Total Exempt Cost)

*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 [NFI.P-2](#)

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

- Selected a judgemental 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 19.85 gallons of fuel was purchased per transaction
- An average of \$84.26 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 for August 2022 - District 6

No.	Date	Time	Address	2022		Gallons	Total Cost*	Per Gallon
				Total	Gasoline			
1	2022-08-01	10:15	8160 Country Blvd E, El Paso, TX			SUP	\$2,914	\$17.19
1	2022-08-01	18:58	2100 N Zaragoza Rd, El Paso, TX	4		SUP	\$3,377	\$19.82
1	2022-08-01	21:30	2100 N Zaragoza Rd, El Paso, TX	7		SUP	\$3,530	\$19.18
1	2022-08-01	11:11	1130 N Zaragoza Rd, El Paso, TX	5		SUP	\$3,733	\$20.79
1	2022-08-01	18:16	6200 Gateway Blvd E, El Paso, TX	4		SUP	\$3,223	\$20.62
1	2022-08-01	18:44	1490 George Dewey Dr, El Paso, TX	3		SUP	\$3,594	\$12.44
1	2022-08-01	18:51	400 Van Horn Dr, Van Horn, TX	1		SUP	\$2,991	\$19.51
Total	7			3,71	3,71		\$12,483	\$33.58

Average for the Month

City's Cost*

\$477.21

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

Note: *The City's Cost is calculated as follows (Total Gallons Purchased x 1%)* + (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 WIF, §2

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

-Expended sample to include all fuel services 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 August 2022 is as follows

- A total of 129.362 gallons of fuel was purchased for the month
- A total cost of \$477.21 was paid by the City for the month
- An average of 3.71 days passed between fuel fill-ups
- An average of \$3.71 per gallon of fuel was paid per transaction
- An average of 18.433 gallons of fuel was purchased per transaction
- An average of \$70.16 worth of fuel was purchased per transaction

P: BLIC 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 for September 2022 - District 6

Ref #	Location	Address	Days	Units	Quantity	Unit Price	Total
1	11601 Hwy. 97 Pines, TX		4	SUP	\$3,730	21,433	\$79,772
1	1330 N Zilmarcon Rd, El Paso, TX		4	SUP	\$3,660	20,909	\$76,711
1	1074 S. LBJ	1490 George Dibbles Dr, El Paso, TX	3	SUP	\$3,739	19,421	\$73,000
1	1074 S. LBJ	11601 Hwy. 97 Pines, TX	5	SUP	\$3,643	19,776	\$72,888
1	8277 60th St	301 Shadow Mountain Dr, El Paso, TX	4	SUP	\$3,725	18,481	\$68,844
1	8277 60th St	11601 Hwy. 97 Pines, TX	1	SUP	\$3,565	20,563	\$73,312
1	4712 20th	11601 Hwy. 97 Pines, TX	5	SUP	\$3,600	20,077	\$72,285
1	1573	1330 N Zilmarcon Rd, El Paso, TX	6	SUP	\$3,235	20,238	\$65,417
1	1573	6200 Galloway Blvd E, El Paso, TX					\$66,598
Total					3,590	\$363	\$21,112
							\$72,785
							\$3,660
							\$54,666

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 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 \$3.41) + (Total Monthly Cost - Total Exempt Tax)
 "The \$1" included in the City's Cost calculation is a Services and Maintenance (SAM) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See WRI: E2

Procedure:

- Selected a judgemental sample of Districts and Months as Calendar Year 2022 to analyze fuel consumption trends
- Estimated 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 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 \$72,785 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

Date	Location	Type	Quantity	Unit Price	Total Cost	Tax	Total
10/1/2022	660 Montana, El Paso, TX	SUP	\$3,776	21,017	\$79,37	\$3,13	\$82,50
9/19/2022	11601 Biggs, El Paso, TX	SUP	\$2,763	19,232	\$72,47	\$3,52	\$79,01
-	10026 Montana Ave, El Paso, TX	SUP	\$3,351	20,356	\$64,21	\$3,73	\$67,94
-	6200 Gateway Blvd, El Paso, TX	SUP	\$3,288	19,781	\$65,03	\$3,62	\$68,65
9/25/2022	11601 Biggs, El Paso, TX	SUP	\$3,229	20,546	\$70,67	\$3,16	\$73,83
-	598 Dampkin, El Paso, TX	SUP	\$3,833	19,670	\$76,19	\$3,64	\$82,83
10/2/2022	11601 Biggs, El Paso, TX	SUP	\$3,824	20,147	\$77,05	\$3,49	\$80,54
10/4/2022	11601 Biggs, El Paso, TX	SUP	\$4,084	19,562	\$79,18	\$3,59	\$82,77
-	10026 Montana	SUP	\$3,559	19,625	\$69,14	\$3,59	\$72,73
10/6/2022	6200 Gateway Blvd, El Paso, TX	SUP	\$2,645	19,645	\$56,471	\$2,26	\$58,73
Total	Average for the Month		\$3,38	\$3,70	20,916	\$74,48	\$344.14

October***

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

Note:
 *The City's Cost is calculated as follows: (Total Gallons Purchased * \$0.09) + (Total Monthly Cost - Total Exempt Tax)

*The 8% 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 [WCB: P-3](#)
 *** In the month of October 2022, there was a change in contractor with Aeon. Due to this change, the total fuel expense reflects a higher than average fuel expense for the month.

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

-Extended 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 Purchases

Results:

A review of District 6's Fuel Consumption for the month of October 2022 was as follows:

- A total of 180,145 gallons of fuel was purchased for the month.
- A total cost of \$648,14 was paid by the City for the month.
- An average of 5.38 days passed between fuel fill-ups.
- An average of \$3.70 per gallon of fuel was paid per transaction.
- An average of 20,016 gallons of fuel was purchased per transaction.
- An average of \$74.48 worth of fuel was purchased per transaction.

PDRIC 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 for November 2022 - District 6

Month	Date	Time	Address	Direct Refueling Method	Purchased Fuel Type	Gallons Purchased	Fuel Cost	Exempt Fuel Cost	Total Fuel Cost
					Sup	Sup	Sup	Sup	Sup
11/01/2022	13:34		602 Horner Blvd, Socorro, TX	SUP	\$3,853	19,689	\$75.85	\$3,640	
11/07/2022	15:23		2100 N Zarzosa Rd, El Paso, TX	SUP	\$3,539	17,202	\$60.87	\$3,135	
11/07/2022	9:15		1690 George Doster Dr, El Paso, TX	SUP	\$3,900	20,715	\$60.73	\$3,729	
11/08/2022	12:35		2100 N Zarzosa Rd, El Paso, TX	SUP	\$3,821	15,459	\$52.88	\$2,833	
11/08/2022	9:35		1811 Hunter Dr 110, El Paso, TX	SUP	\$3,725	19,588	\$72.97	\$3,538	
11/13/2022	17:30		2100 N Zarzosa Rd, El Paso, TX	UNL	\$3,361	14,215	\$47.78	\$2,690	
11/17/2022	13:25		3101 N Yarbrough Dr, El Paso, TX	UNL	\$3,223	10,299	\$33.20	\$1,838	
11/18/2022	13:37		2955 George Doster Dr, El Paso, TX	UNL	\$3,121	14,484	\$52.20	\$2,655	
11/22/2022	11:28		2953 George Doster Dr, El Paso, TX	UNL	\$3,059	18,917	\$45.63	\$2,773	
11/22/2022	18:31		11601 Regis, El Paso, TX	UNL	\$3,039	21,040	\$64.42	\$3,655	
Total	10				2,736	\$3,433	167,628	\$57,594	\$109,664

November

City's Cost*

\$ 562.13

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

Source:

Mr. Ramon Barrera - 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.C. 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 District 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 \$3,433 was paid by the City for the month.
- An average of 2,736 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 \$57.56 worth of fuel was purchased per transaction.

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

Category	Description	Type	Quantity	Unit	Cost	
					Direct	Indirect
1	11761 Vaca Rd 100 Dr. El Paso, TX	UNL	\$3,841	18.63	\$97.91	\$3,757
1	1800 Orange Drive Dr. El Paso, TX	4	USL	82.978	19,631	\$37.47
1	1821 (100) Dr. El Paso, TX	1	UNL	22.715	12,531	\$2,270
1	2031 Orange Drive Dr. El Paso, TX	2	NL	22.714	19,231	\$33.57
1	11601 Hwy 100 Dr. El Paso, TX	4	SLP	52.936	18,364	\$37.91
1	11620 Hwy 100 Dr. El Paso, TX	13	SLP	53.361	17,711	\$39.62
1	1811 Hause Dr 100 El Paso, TX	63	SLP	164,425	\$16,277	\$10,483
1	1811 Hause Dr 100 El Paso, TX	63	SLP	17,762	\$2,633	\$1,256
Total:					\$2,308	\$1,256

December

City's Cost¹

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

Exhibit To calculate total Fuel consumption for District 6 for the month of December 2022.

Sources: Mr. Ramon Ramirez - Administrative Services Manager, Streets and Maintenance. "External Fuel Monthly Bill - December 2022" Email

Notes: The City's Cost is calculated as follows: (Total Gallons Purchased x \$0.491) - (Total Monthly Cost - Total Exempt Tax)

•The \$0.491 included in the City's Cost calculation is a Standard and Normalized (SAN) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See SWC-E-3

Presentations: Standardized example of Distances and Months on Calendar Year 2022 to analyze fuel consumption trends

•Estimated sample to estimate all fuel activity in Calendar Year 2022 for all City Districts and the Silver

City

•Districted Total Gallons Purchased, Fuel Cost, Exempt Cost and Dated Between Fuel PBL-1, pg

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

A. Total of 166,423 gallons of fuel was purchased for the month.

B. A total cost of \$16,277 was paid by the City for the month.

C. An average of 6.2 days passed between fuel purchases.

D. An average of \$2,633 worth of fuel was paid per transaction.

E. An average of 17,711 gallons of fuel was purchased per transaction.

F. An average of \$1,256 worth of fuel was purchased per transaction.

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

Month	Location	Average Days Between	Gallons Purchased	Total Cost	Comments	Ward 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	\$592.54		
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		
Total	86		1,458,963	\$5,293.94		

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

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

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

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

Results:

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

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

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

**CITY OF EL PASO
FUEL USES FOR JANUARY 2021 - DISTRICT 6**

INTERNAL AUDIT UNIT

Type	Description	Quantity	Unit	Gross		Net		Comments
				Sup.	Cost	Qty	Cost	
Total								Purchased via Purchase Order ID#3498
Average per Barrel								
								City Cost \$ 32.33

PURCHASE TO CANCELLATION AND FUEL CONSUMPTION FOR DISTRICT 6 FOR THE MONTH OF JANUARY 2021

SOURCE: Mr. Ramon Barrera - Administrative Services Manager, Services and Maintenance, "External Purch Monthly 0121 - January 2021 District"

NOTE:

The City's Cost is calculated as follows: (Fuel Gallons Purchased x \$17.91) + (Fuel Quantity Cost - Total Exempt Tax)

*The \$17.91 reflected in the City's Cost calculations is a Service and Maintenance (S&M) Fee to cover direct and indirect costs of the City of El Paso's Fuel Program. See WIRFA

PROCEDURES:

Analyzed most recent monthly fuel consumption trends in Calendar Year 2021 in per Chief Financial Auditor's recommendations

<Cultivated Total Gallons Purchased, Fuel Cost, Exempt Cost and City Cost

<Cultivated Average (Gallons Purchased, Fuel Cost, Exempt Cost, and City Cost) per 100 Gallons

RESULTS:

A review of District 6's Fuel Consumption for the month of January 2021 is as follows:

A total of 10,994 gallons of fuel were purchased for the month.

A total cost of \$32,331 was paid by the City for the month.

An average of \$3.01 per gallon of fuel was paid for consumption.

An average of 10,994 gallons of fuel was purchased per transaction.

An average of \$32.33 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
Fuel Usage for February 2023 - District 6

Month	Date	Time	Avg.	Total	Units	Unit Cost	Cham.	Total Cost	Per Unit
Feb	2023	1/29	1998 Lomahud Dr, El Paso, TX						
Tools	1								
Average for the Month									
February									
City's Cost*									
\$ 45.3									

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

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

Notes:

The City's Cost is calculated as follows: (Total Gallons Purchased \times \$*) - (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.G.C. 2.1

Procedure:

- Analyze most recent months' fuel consumption tickets in Calendar Year 2023 as per City's 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 Fillups (if applicable)

Results:

- A review of District 6's Fuel Consumption for the month of February 2023 is as follows:
- A total of 16.65 gallons of fuel was purchased for the month.
- A total cost of \$45.25 was paid by the City for the month.
- An average of \$2.72 per gallon of fuel was paid per transaction.
- An average of 16.65 gallons of fuel was purchased per transaction.
- An average of \$45.25 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 P2023-46
Fuel Usage for March 2023 - District 6**

PUBLIC RECORDS INFORMATION
CASE ELEMENTS SUBJECT TO NONDISCLOSURE
BEEN REMOVED IN ACCORDANCE WITH THE
S 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	Actual Date	Average Days Between Fill-Ups	Gallons	Cost	W/M
Jan-23	1	30.00	10,994	\$32.33	
Feb-23	1	30.00	16,685	\$45.25	
Mar-23	3	11.00	32,821	\$155.00	
Total	5		59,500	\$232.58	

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

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

Procedures:

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

Results:

A review of District 6's Fuel Consumption from January 2023 to March 2023 demonstrated that:

- A total of 59,50 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)

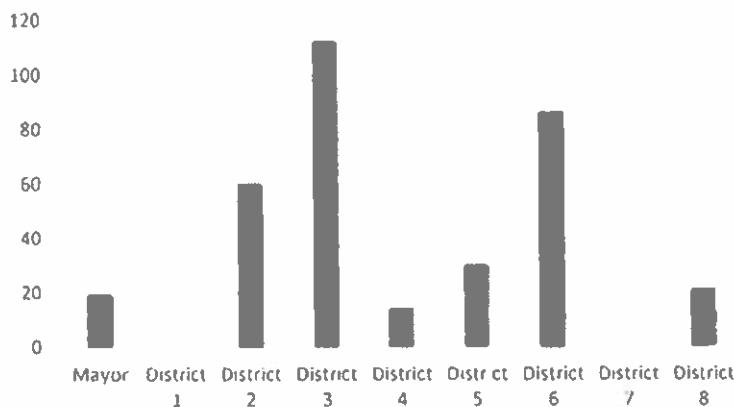
DATE: _____ BY: _____ TO: _____

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

City of El Paso Texas
 Internal Audit Office
 City Council City Manager's Office P-Card, Travel Fuel Card Review P2023-06
Fuel Usage Frequency Calendar - District 6

December 2021						
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	
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	29	30	31		

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
31						

May 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
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	31

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	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
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:		
<input type="checkbox"/>	Fill-Up	
<input checked="" type="checkbox"/>	2 Fill-Ups/Day	

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

City of El Paso Texas
Internal Audit OfficeCity 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	29	30
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
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
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

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
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
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

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
27	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
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
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:						
<input type="checkbox"/>	Fill-Up					
<input checked="" type="checkbox"/>	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
Totals	0.00		0.000	\$0.00

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

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

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

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost
Jan-22	8	3.43	98.873	\$273.39
Feb-22	10	3.44	172.345	\$512.47
Mar-22	7	3.50	122.209	\$423.85
Apr-22	7	4.17	116.053	\$451.25
May-22	7	4.17	118.897	\$463.23
Jun-22	13	2.58	217.056	\$918.94
Jul-22	8	3.43	153.177	\$609.16
Aug-22	12	2.55	207.976	\$691.43
Sep-22	8	3.29	157.838	\$494.20
Oct-22	15	3.08	298.076	\$987.39
Nov-22	10	2.78	162.472	\$521.25
Dec-22	7	4.33	118.998	\$344.93
Totals	112		1943.972	\$6,691.49

EX-EMPT INFORMATION
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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 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
Totals	14		224,787	\$754.24

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

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost
Jan-22	5	6.50	57,918	\$169.22
Feb-22	3	12.00	47,455	\$146.48
Mar-22	4	7.67	59,181	\$213.36
Apr-22	3	10.00	45,828	\$180.11
May-22	4	6.67	61,889	\$248.28
Jun-22	3	10.00	47,143	\$207.39
Jul-22	3	13.00	46,425	\$189.96
Aug-22	2	13.00	29,184	\$99.85
Sep-22	1	30.00	1,907	\$6.33
Oct-22	0	N/A	0	\$0.00
Nov-22	0	N/A	0	\$0.00
Dec-22	2	7.00	31.52	\$82.87
Totals	30		428,450	\$1,543.85

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

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost
Jan-22	6	4.33	104,838	\$312.27
Feb-22	5	4.20	79,664	\$250.96
Mar-22	7	3.29	67,190	\$233.61
Apr-22	7	4.14	117,607	\$461.79
May-22	7	3.43	115,505	\$480.72
Jun-22	8	2.25	110,526	\$502.54
Jul-22	6	3.67	119,127	\$491.30
Aug-22	7	3.71	129,382	\$477.81
Sep-22	8	3.50	160,898	\$565.66
Oct-22	9	5.38	180,145	\$648.14
Nov-22	10	2.78	167,628	\$562.33
Dec-22	6	6.20	106,453	\$304.81
Totals	86		1,458,963	\$5,293.94

PUBLIC RECORDS INFORMATION
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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
Totals	0		0.000	\$0.00

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

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

Fuel Usage Summary from January 2022 to December 2022 - Mayor

Month/Year	# of Fill-Ups	Average Days Between Fill-Ups	Total Gallons Purchased	Net Cost
Jan-22	1	30.00	13.791	\$42.37
Feb-22	1	30.00	19.335	\$61.63
Mar-22	2	17.00	35.013	\$143.41
Apr-22	1	30.00	15.526	\$68.23
May-22	1	30.00	16.211	\$63.16
Jun-22	3	7.00	40.374	\$209.78
Jul-22	1	30.00	21.635	\$108.09
Aug-22	1	30.00	23.662	\$82.74
Sep-22	2	10.00	31.457	\$108.43
Oct-22	3	8.00	53.439	\$199.95
Nov-22	2	15.00	31.214	\$108.55
Dec-22	1	30.00	24.771	\$63.80
Totals	19		326.428	\$1,260.16

PUBLIC RECORD INFORMATION
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TO _____
BY _____ DATE _____



Purchase Activity Report

**PARENT ACCOUNT:
City of El Paso**

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

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Transcription and Fact Finding can be found on the last page of this report.

PUBLIC RECORDS INFORMATION
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