



Legislation Details (With Text)

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**Title:** Staff Report for a Resolution Authorizing the City Manager to Execute a Consulting Services Agreement in the Amount of \$73,711 with Syntech Systems/Fuelmaster for Replacement of the City Fuel Card System; and to Appropriate \$73,711 from the Equipment Repair and Maintenance Fund Balance to Account 690-16-001

**Indexes:**

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6/4/2018	1	City Council	Received and Filed	Pass

Staff Report for a Resolution Authorizing the City Manager to Execute a Consulting Services Agreement in the Amount of \$73,711 with Syntech Systems/Fuelmaster for Replacement of the City Fuel Card System; and to Appropriate \$73,711 from the Equipment Repair and Maintenance Fund Balance to Account 690-16-001

**SUMMARY AND RECOMMENDATIONS**

Staff recommends that the City Council approve a Consulting Services Agreement (CSA) with Syntech Systems/Fuelmaster for installation of new software and hardware associated with the City’s fuel card system, and to approve appropriation from the Equipment Repair and Maintenance fund balance to the Equipment Repair and Maintenance’s operating budget in the amount of \$73,711.

**BACKGROUND**

The City fuel card system is located at the Public Works Service Center and is utilized by staff to fuel City vehicles. The existing system is more than 20 years old, with hardware associated with the system failing in January of this year. Additionally, because of the age of the existing system, software upgrades are no longer available from the manufacturer, causing communication issues between the fuel card system and the computerized vehicle maintenance program.

**Analysis**

The new fuel card system includes both hardware and software that will integrate with the existing computerized vehicle maintenance program. Current technology allows for staff to no longer carry ‘fuel cards’ and manually enter mileage information when fueling up, as is current practice. Each City vehicle will have an Automotive Information Module (AIM) installed, with a counter-part ‘reader’ attached on the end of each fuel pump. When the pump is inserted into the vehicle, maintenance information from the vehicle, including a mileage reading and any diagnostics messages/alerts, will

be automatically downloaded into the computerized vehicle maintenance program.

Since the project is a straightforward equipment installation with no design work, staff chose to streamline procurement using a cooperative purchasing contract through the National Joint Powers Alliance (NJPA).

**Budget Authority**

This project will cost \$73,711, which requires increasing the 2018-19 budget in Account 690-16-001-7410 by the same amount and will be funded by transferring from existing Equipment Repair and Maintenance fund balance.

**PREPARED BY:** Debbie Pollart, Director, Public Works Department