

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 90.71	Issue 1	Page 1 of 6
MANAGEMENT OF CITY FUEL/NON EMERGENCY FLEET	Effective Date July 1, 1993		

1. Purpose

1.1 To establish policy and to assign responsibilities for control of gasoline, diesel and alternative fuels used by City departments.

2. Scope

2.1 For the purposes of this Administrative Regulation, "City Vehicles" refers to the non emergency fleet. This regulation applies to all departments with City vehicles using City-owned fuel or fuel purchased by City credit card from commercial stations. This Administrative Regulation excludes Fire & Police vehicles. It also applies to departments using City-owned fuel or fuel purchased by City credit card from commercial stations for non-motive purposes.

3. Policy

3.1 It is the policy of the City to operate vehicles in a manner that ensures maximum energy-conservation. Whenever possible, City employees will use alternate modes of communication (e.g., telephone, facsimile machines, mail system) instead of traveling by City vehicle. Departments will regularly monitor vehicle fuel usage and ensure fuel used for non-motive purposes (pumps, generators, power tools, etc.) is used most efficiently.

3.2 A fuel reconciliation procedure is a requirement of the Auditor/Comptroller and is in conjunction with fuel conservation, reconciliation and environmental policies. Interdepartmental cooperation is necessary to ensure compliance of fueling site management policy.

4. Background and Description of Automated Fueling System

4.1 The City Council established a formal policy on energy conservation in 1976. As part of the continuing effort to conserve energy, the City Manager authorized installation of an Automated Fueling System (AFS) in 1980. To maintain control over access to City owned fuel and to monitor fuel usage, manual fuel records are kept on the fuel storage sites not directly linked to the Automated Fueling System. This manual data is later entered into the system's data base thus centralizing all City fuel usage records.

(Supersedes Administrative Regulation 90.70, Issue 1, effective January 1, 1985 and Administrative Regulation 1.06, Issue 2, effective August 27, 1986)

Authorized

(Signed by Jack McGrory)

CITY MANAGER

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- 4.2 Automated fueling has been installed at six (6) fueling sites. Chollas, Central, Rose Canyon Operations Stations and Miramar Mini-Operations Station as well as Alvarado and Miramar Lake Filtration Plants.
- 4.3 Automated fueling has been installed, plastic, magnetic-strip cards similar to credit cards are used to activate fuel island card readers. Currently, two cards are required -- one card identifies the employee and the second one identifies the vehicle receiving fuel. Fuel issued to non-motive equipment, (e.g., out-board motors), requires a job order card instead of a vehicle fuel card.
- 4.4 All City vehicles have been issued cards. Employee cards have been given only to those employees who drive a City vehicle on a regular basis. An updated computer file is maintained on all vehicles and those employees authorized by their departments to use the automated fuel system. This computer file is maintained by the Equipment Division.

5. Fuel Management Guidelines

- 5.1 Good record keeping systems are essential for effective fuel management. Therefore, a fuel inventory system has been developed. A copy of weekly reconciliation logs of fuel issues and receipts shall be maintained at each fuel site. The originals should be forwarded to the Fuel Clerk at mail station #42.
- 5.2 A fuel tank stick reading shall be taken weekly at each fuel site so a reconciliation can be made with reported fuel issues and receipts for that week. The presence of an automated leak detection system does not eliminate this requirement. This stick reading shall be done on Thursday night. Some tanks, i.e. Chollas Operations Station, are equipped with tank level sensors which indicate the amount of fuel in the tank. A tank level sensor eliminates the need for a manual stick reading. These tank level sensors shall be calibrated on a periodic basis in accordance with manufacturer's recommendation.
 - a. Sites attended by Equipment Division personnel shall do the stick reading at 9:00 p.m.
 - b. Other sites, which are controlled by site attendants, shall do the stick reading at 1:00 p.m.

6. Procedures for Automated Fueling Sites

- 6.1 Ordering Fuel - A Fuel Request Form (Attachment #1) will be completed and forwarded to the Equipment Division Fuel Clerk for all fuel purchased for the automated fueling sites.

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- 6.2 Fuel Delivery/Receipt of Bulk Fuel - Equipment Division Service Supervisor and Water Utilities site attendants are responsible for receiving bulk fuel from the vendor. Tanks not equipped with an automated Tank Leveling Sensor System must be manually stick dipped before and after bulk delivery to ensure payment on net delivery only. Non-TLS systems must enter fuel receipts into fuel control terminal with the fuel Mastercard. The original delivery receipt ticket must be immediately forwarded to the Equipment Division Fuel Clerk. A copy of the delivery receipt ticket will be maintained on site for audit purposes.
 - 6.3 Fuel Storage Tanks - Equipment Division Service Station Supervisors will take weekly readings of fuel storage tanks under their control for later reconciliation with system reports. The Equipment Division Storekeeper will verify that the automated fueling system has correct fuel delivery data. The delivery receipts shall be checked against delivery data on the computers.
 - 6.4 Manual Record Keeping - A Service Station Log of Manual Fueling (Attachment #2) will be maintained at each site to be used in the event of a systems failure. The manual log should be forwarded to the Equipment Division Fuel Clerk on a daily basis. A copy of the manual log should be kept on site for audit purposes.
 - 6.5 System Malfunctions - The Fuel Clerk will take corrective action immediately if system problems arise at any fuel site. Corrective action includes notifying currently designated support personnel (internal, contract vendor, other City departments) and the maintenance of manual records until the system is functional again at that site.
 - 6.6 General Services, Communications & Electrical Division is responsible for the maintenance of the Automated Fueling System computer hardware.
7. Procedures - Non Automated Fueling Sites
- 7.1 Each department where a fuel site exists will designate an employee to perform site attendant duties and responsibilities. These responsibilities should be incorporated into the job performance plan of the individual.
 - 7.2 Non-Automated Fueling site personnel will contact Equipment Division Fuel Clerk to order fuel.
 - 7.3 Upon delivery of fuel to the site, the person signing the delivery receipt should mail it to the Equipment Division Fuel Clerk at Chollas, Mail Station #42. Wherever a fax machine is available, a faxed copy of the signed delivery ticket should be faxed to the Chollas Administration Office, Attention: Fuel Clerk at 527-7554. This will expedite the fuel inventory reconciliation process.

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- 7.4 A weekly Manual Fueling Log for non-AFS sites (Attachment #3) shall be maintained for each site on a continuous basis. A copy of this log shall be mailed to the Fuel Clerk, MS #42 each Friday.
8. Responsibility - General Services/Equipment Division
- 8.1 Fuel Cards - The Equipment Division Staff shall be responsible for the issuance, replacement and return of fuel cards for the vehicle fleet. The staff shall maintain a current computer file on issues and deletions of personal, vehicle, credit and job order cards issued by the City of San Diego.
- 8.2 System Reports - The Material Support Supervisor will ensure that the Fleet Fuel Usage Report by Department is produced. This report is available for review by appropriate departments/divisions upon request.
- 8.3 The Equipment Division Material Support Supervisor shall be responsible for the monitoring of fuel reports. Motive and non-motive fuel use shall be monitored on a weekly basis to ensure adherence to fuel conservation.
- 8.4 Manual Records - Equipment Division Service Station personnel are responsible for on site dispensing of fuel. They are responsible for the operation of the AFS. In the event of an AFS System malfunction, Service Station personnel are responsible for the dispensing of fuel by bypassing the AFS. They are responsible for maintenance of the Service Station Log of Manual Fueling (Attachment #2). Copies of these manual logs shall be forwarded to the Fuel Clerk.
- 8.5 The Fuel Clerk will enter data from manual fuel logs into the Automated Fueling System on a daily basis to maintain a continuous fueling record for all City vehicles.
9. Fueling of Pool Vehicles - This section pertains to lease vehicles available from Equipment Division on a limited basis. These vehicles are called "pool vehicles" and are charged on a per mile basis.
- 9.1 Equipment Division pool vehicles should fuel at operations stations whenever possible. There is a Vehicle Fuel Card in each pool vehicle. Each Equipment Division Service Station will have an Automated Fuel System Card to use in lieu of an Employee Card when a pool vehicle is fueled. Since only one such card will exist at each station, it will not be possible to identify the specific individual driving the pool vehicle through fuel records along.

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10. Fuel Credit Cards - Fuel credit cards are issued by and under the control of Equipment Division. These cards are for use in City-owned or leased vehicles only.
 - 10.1 Fuel Credit Card Purchase - Fuel credit card purchases for City vehicles should be handled as follows:
 - a. Equipment Division - Credit card purchases for Equipment Division fleet vehicles can only be made at the commercial stations approved by the Equipment Division. (Please contact the Equipment Division Administration Office for the current list). These stations should only be used during an emergency or with prior approval by the Equipment Division. Full-service pumps should be used only when self-service pumps do not exist.
 - b. All City employees fueling vehicles at credit card stations must complete a copy of the Weekly Credit Card Log [GS-2037] (see Attachment #4) to be sent to the Equipment Division Office (MS #42) each Friday along with the legible copy of the charge slip. All issue copies of the charge slips must be approved and initialed by the employee's supervisor before being submitted. The credit card user must enter the license plate number, vehicle number, employee identification number, and a printed and signed name on the credit card slip.
 - 10.2 Credit Card Availability for Out-of-Town Travel

Credit cards are available for out-of-town travel. A written memo should be sent to Equipment Division requesting a credit card giving name of person, purpose of trip and days needed, authorized by Department/Division Head. Mail or bring original request to Equipment Division Administration, Customer Service to obtain a credit card.
 - 10.3 The Equipment Division Fuel Clerk will enter credit card charges into the AFS system on a continuous basis to maintain fueling records for all City vehicles.
11. City Fuel Allocation Procedures - This section pertains to fuel management in an emergency situation (i.e. disaster scenario, shortage, etc.).
 - 11.1 In the event of a major emergency or disaster, allocation of fuels shall be determined by the Emergency Operations Center. The Equipment Division will follow the recommended allocations.
 - 11.2 In the event of a fuel shortage, GS/Equipment will follow direction of the City Manager's Office in regard to fuel allocation.

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12. Alternate Fuels - The Clean Air Act is fuel neutral so consequently, there may be a number of alternate fueled vehicles. The Chollas Service Station is capable of storing and issuing alternate fuels.

12.1 CNG - San Diego has a number of fast fueling sites throughout the City (i.e. at Kearny Mesa, SDG&E at 11th & Imperial). A list of fueling sites are available from the Equipment Division Office. A slow fill station will be made available at Chollas & Rose Canyon Service Stations.

Equipment Division will provide drivers of CNG vehicles fueling cards for use at SDG&E fueling sites.

Attachment #1 Fuel Request Form

Attachment #2 Service Station Log of Manual Fueling

Attachment #3 Weekly Manual Fueling Log Non-AFS Sites

Attachment #4 Weekly Credit Card Log

Attachment #5 Management of City Fuel/Non Emergency Fleet Duties

FUEL REQUEST

FROM: CITY OF SAN DIEGO
GENERAL SERVICES MGMT.
EQUIPMENT DIVISION
2740 CAMINITO CHOLLAS
SAN DIEGO, CA 92105

FAX #: (619) 527-7573

TO: SAN DIEGO PETROLEUM
PLANT TELEPHONE #: 566-9939

CONFIRMED BY: _____
(Print Name)

FAX #: (619) 566-0579

TODAY'S DATE: _____, 19__

DELIVERY DATE: _____

DELIVERY SITE: _____

<u>PRODUCT</u>	<u>QUANTITY</u>	<u>PURCHASE ORDER NUMBER</u>
UNLEADED _____	_____ GALLONS	_____
DIESEL _____	_____ GALLONS	_____

SPECIAL INSTRUCTIONS: _____

REQUESTED BY: (Print Name): _____

PURCHASE ORDER NUMBER - UNLEADED - OVER 5,000 GALLONS - 0209705

PURCHASE ORDER NUMBER - DIESEL - OVER 5,000 GALLONS - 0209704

LOAD SIZES

UNLEADED - 8,400 GALLONS

DIESEL - 4,000 / 6,800 / 7,100 / 7,300 GALLONS

**City of San Diego
GENERAL SERVICES/EQUIPMENT DIVISION
SERVICE STATION LOG OF MANUAL FUELING**

Location: _____

Site #: _____

Date: _____

Time	Trans. #	Term #	Tank #	Pump #	Employee ID #	Veh. ID #	J. O. #	Fuel Type	Gallons	Odometer	Dept. #
	1										
	1										
	1										
	1										
	1										
	1										
	1										
	1										
	1										
	1										
	1										
	1										
	1										
	1							FOR OFFICE USE ONLY			
Completed By:								Total Gallons:			
Comments:								Unl:			
								Diesel:			

SEND COMPLETED FORMS TO FUEL OFFICE, M.S. #42

City of San Diego
General Services/Equipment Division

WEEKLY MANUAL FUELING LOG/NON-AFS SITES

For the Week of _____ through _____
 (Saturday) (Friday)

INSTRUCTIONS:

1. Send **Completed Form** to Fuel Clerk, Mail Station #42, on Monday.
2. **If there is no fueling for the week, put check in box 9 and send to Fuel Clerk.**
3. Attach all original fuel delivery receipts.
4. If you have any questions regarding fueling procedures, call the Fuel Clerk at 527-7572.

From: _____ MS # _____
 (Dept./Div.)

By: _____
 (Print Name)

Phone Number: _____

Equip.	No. of Gallons	Off. Use	Fuel Type	Date	Time	Odometer/Hour Reading	Received by:	
							Employee Fuel ID # or SSN	Employee Name (Print)
		19						
		19						
		19						
		19						
		19						
		19						
		19						
		19						
		19						
		19						

Weekly Meter Stop _____
 Weekly Meter Start _____

Balance Carried Forward: _____
 Total Issues (-) _____
 Total Fuel Received (+) _____
 Balance on Hand (=) _____

CITY OF SAN DIEGO
 GENERAL SERVICES DEPARTMENT/EQUIPMENT DIVISION

TO: DISPATCH OFFICE, M.S. #42
 FROM: _____
Department/Division

WEEKLY CREDIT CARD LOG

DATE: _____ PHONE: _____

PREPARED BY _____

APPROVED BY: _____
Senior Supervisor (Please Print)

EQUIP. NO.	FUEL TYPE (1)	NO. OF GALLONS	DATE	TIME	HOUR OR ODOMETER READING	*RECEIVED BY: I.D. NUMBER	CREDIT CARD #/ STATION NAME	PURPOSE CODE (2)

(1.) P = PREMIUM PU = PREMIUM UNLEADED D = DIESEL
 R = REGULAR U = UNLEADED O = OTHER

(2.) USE ONE OR MORE OF THE FOLLOWING LETTERS
 A. FUELING STATION TOO FAR AWAY
 B. OUT OF TOWN TRAVEL
 C. EMERGENCY USAGE
 D. MANAGEMENT CONTRACT

.....

OFF ROAD USAGE INFORMATION

REASON: _____

DEPT. NO. _____ ORG. _____ J.O. _____

INSTRUCTIONS

1. SEND PINK COPY OF COMPLETED FORM TO DISPATCH EACH THURSDAY.
 (RETAIN WHITE FOR YOUR RECORDS.)
2. CREDIT CARD RECEIPTS SHOULD ACCOMPANY LOG. STAPLE TO BOTTOM RIGHT HAND CORNER.
3. ALL COLUMNS MUST BE COMPLETE FOR DATA ENTRY INTO AUTOMATED FUELING SYSTEM.
- *4. LIST ALL 5 DIGITS OF EMPLOYEE FUEL I.D. NUMBER OR 9 DIGITS OF EMPLOYEE SOCIAL SECURITY NUMBER (IF EMPLOYEE IS NOT ASSIGNED A FUEL CARD).
5. WHEN FILLING GAS CANS FOR OFF ROAD USAGE, WRITE "GAS CAN" IN EQUIPMENT # COLUMN AND COMPLETE OFF ROAD USAGE INFORMATION SECTUI AS WEKK AS LOG COLUMNS.
6. COMPLETE SEPARATE FORM FOR DIFFERENT STATIONS. (SHELL ON ONE FORM, CHEVRON ON ANOTHER.)

MANAGEMENT OF CITY FUEL/NON EMERGENCY FLEET DUTIES**Equipment Division Service Station Supervisor**

1. Forwards completed Fuel Order Request form to Fuel Clerk.
2. Responsible for receipt of bulk fuel from vendor.
3. Manually stick dips tank before and after bulk delivery.
4. Mails or sends a faxed copy of signed delivery receipt to Fuel Clerk.
5. Maintains a copy of delivery receipt ticket on site.
6. Keeps an AFS card to fuel pool vehicles.

Water Utilities Site Attendant

1. Contacts Equipment Division Fuel Clerk to order fuel.
2. Responsible for receipt of bulk fuel from vendor
3. Manually stick dips tank before and after bulk delivery.
4. Mails or sends faxed copy of delivery receipt to Equipment Division Fuel Clerk.
5. Performs fuel tank stick reading at 1:00 p.m. on Thursday.
6. Maintains a Manual Fuel Issue Log.
7. Sends MFIL to Fuel Clerk
8. Maintains a copy of delivery receipt ticket on site.

Equipment Division Storekeeper

1. Verifies AFS has correct fuel delivery data.
2. Responsible for vendor payment of fuel deliveries.

Equipment Division Fuel Clerk

1. Notifies support personnel as system problems arise.
2. Maintains manual records.
3. Enters data from MFIL into AFS.
4. Enters credit card fuel charges into AFS.

Equipment Division Material Support Supervisor

1. Insures that the Fleet Fuel Usage Report by Department is available for review.
2. Monitors fuel use.

Equipment Division Service Station Personnel

1. Responsible for on-site dispensing of fuel.
2. Maintains Manual Fuel Issue Log in event of system failure.
3. Forwards copy of MFIL to Fuel Clerk.
4. Performs fuel tank stick reading at 9:00 p.m. on Thursday.

Communications & Electrical Division

1. Maintains AFS computer hardware.

Equipment Division Staff

1. Maintains an updated computer file of all vehicles and those employees authorized by their department to use the system.
2. Maintains a current list of commercial credit card fueling stations.
3. Provides fuel cards to drivers of CNG vehicles.