

Memorandum



DATE December 1, 2011

CITY OF DALLAS

TO Members of the Budget, Finance and Audit Committee: Jerry R. Allen (Chair),
Tennell Atkins (Vice Chair), Monica R. Alonzo, Scott Griggs, Ann Margolin

SUBJECT Fuel Management System Upgrade - Addendum Item for December 14, 2011

The subject item will request Council approval for the purchase and installation of hardware and software to upgrade the existing fuel management system through the United States General Services Administration Schedule Contract. Equipment and Building Services uses the current fuel management system to manage eight fuel islands that collectively receive and dispense approximately 6.8 million gallons of fuel annually. This system is no longer supported by the manufacturer and has been replaced by AssetWorks FuelFocus™ fuel management system.

An upgrade of the system is necessary to obtain technical support and to continue implementation and enhancement of a number of internal processes and controls in our fuel operations. Some of the most significant benefits of the upgraded system include an improved and integrated process for managing bulk fuel orders from vendors, receipt of bulk fuel deliveries, transaction-specific fuel issuance at the fuel islands, and bulk transfers of fuel within our system of storage tanks. In addition, the new system will provide greater reporting capabilities facilitating more accountable, efficient and effective fuel operations overall. The software manufacturer, AssetWorks, is also the provider of the City's fleet management system, so there should be seamless integration of the two.

We respectfully request your support for this addendum item. Please let me know if you have any questions or need additional information.

A handwritten signature in cursive script that reads "Jeanne Chipperfield".

Jeanne Chipperfield
Chief Financial Officer

c: Honorable Mayor and Members of the City Council
Mary K. Suhm, City Manager
Rosa A. Rios, Acting City Secretary
Thomas P. Perkins, Jr., City Attorney
Craig D. Kinton, City Auditor
C. Victor Lander, Administrative Judge
A.C. Gonzalez, First Assistant City Manager
Ryan S. Evans, Assistant City Manager
Jill A. Jordan, PE, Assistant City Manager
Forest E. Turner, Assistant City Manager
Joey Zapata, Assistant City Manager
Edward Scott, City Controller
Stephanie Pegues-Cooper, Assistant to the City Manager