



# CITY OF LONG BEACH

# C-11

## DEPARTMENT OF PUBLIC WORKS

333 West Ocean Boulevard • Long Beach, CA 90802 • (562) 570-6383 • FAX (562) 570-6012

January 22, 2008

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

### RECOMMENDATION:

Authorize the City Manager to execute a contract with US Bank Voyager Fleet Systems, Inc. to provide fuel cards for the purchase of unleaded gasoline, alternative fuels, fluids and lubricants throughout California for a term of three (3) years with two optional one-year renewals and adopt the attached resolution under the same terms and conditions afforded the State of California.

### DISCUSSION

The Department of Public Works, Fleet Services Bureau has identified an efficiency method for the purpose of consolidating and managing the City's Fleet fuel purchases and travel-related services. The fuel card is for official City business and can only be used by City employees conducting City business or agencies that have fueling agreements with the City. Authorized users will be issued a fuel card based on the restrictive requirements set by the City and their respective departments.

The vendor will provide a web-based software system at no cost to the City that will be used to manage and track detailed transactions for auditing purposes, interface with the Fleet Management System for preventative maintenance, reduce administrative expense, provide better security and control of the payment process with a consolidated monthly billing statement that encompasses all purchases in compliance with authorized City's procurement rules and regulations and increase broad-based usage from merchants across the nation with direct at-the-pump discounts.

The Department of Public Works, Fleet Services Bureau studied the regulations and determined that issuance of fuel cards is the most cost effective method of controlling fuel purchases for the City's vehicles. The objectives of the program are to migrate away from underground storage tanks, expand fueling opportunities for authorized City personnel, improve purchase controls by departments in managing fuel costs, and integrate retail and tank transaction data for departmental use.

Implementing this program with no-out-of pocket expense will allow the City to remove costly underground storage tanks and reduce the need for continuous maintenance required for compliance with State mandated regulations. The City could potentially save millions of dollars in future soil remediation costs.

**ADMINISTRATION,  
PLANNING & FACILITIES**  
333 W. Ocean Blvd., 9<sup>th</sup> Floor  
Long Beach, CA 90802  
Ph. (562) 570-6383  
Fax (562) 570-6012

**AIRPORT**  
4100 Donald Douglas Dr.  
Long Beach, CA 90808  
Ph. (562) 570-2600  
Fax (562) 570-2601

**ENGINEERING & STREET  
MAINTENANCE**  
333 W. Ocean Blvd., 9<sup>th</sup> Floor  
Long Beach, CA 90802  
Ph. (562) 570-6634  
Fax (562) 570-6012

**ENVIRONMENTAL  
SERVICES**  
2929 E. Willow Street  
Long Beach, CA 90806  
Ph. (562) 570-2850  
Fax (562) 570-2861

**FLEET SERVICES**  
2600 Temple Avenue  
Long Beach, CA 90806  
Ph. (562) 570-5400  
Fax (562) 570-5414

**TRAFFIC &  
TRANSPORTATION**  
333 W. Ocean Blvd., 10<sup>th</sup> Floor  
Long Beach, CA 90802  
Ph. (562) 570-6331  
Fax (562) 570-7161

HONORABLE MAYOR AND CITY COUNCIL

January 22, 2008

Page 2

The Department of Public Works, Fleet Services Bureau wants to "piggyback" with the State of California to implement a City fuel card program. The City Charter permits the purchase of services, supplies, materials, equipment and labor with other governmental agencies, by purchasing, under their contracts when authorized by resolution of the City Council.

This matter was reviewed by Senior Deputy City Attorney J. Charles Parkin on January 04, 2008 and Budget Management Officer Victoria Bell on January 03, 2008.

TIMING CONSIDERATIONS

City Council action on this matter is requested on January 22, 2008, to ensure that a contract is in place in order to consolidate the City's Fleet fuel purchase process that will integrate with the new Fleet preventative maintenance program.

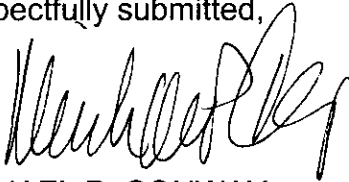
FISCAL IMPACT

No costs will be required by the City to implement this program.

SUGGESTED ACTION:

Approve recommendation.

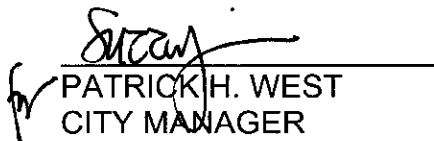
Respectfully submitted,



MICHAEL P. CONWAY  
DIRECTOR OF PUBLIC WORKS

MPC:FM:VMO

APPROVED:



PATRICK H. WEST  
CITY MANAGER

Attachment

File: C:\City Council Letters\Voyager Fuel Card 012208.doc

OFFICE OF THE CITY ATTORNEY  
ROBERT E. SHANNON, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

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

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LONG BEACH AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT FOR THE PURCHASE OF UNLEADED GASOLINE, ALTERNATIVE FUELS, FLUIDS AND LUBRICANTS THROUGHOUT CALIFORNIA THROUGH THE CONTRACT BETWEEN U.S. BANK VOYAGER FLEET SYSTEMS, INC. AND THE STATE OF CALIFORNIA

WHEREAS, the Charter of the City of Long Beach, Section 1802, permits the City to purchase services, supplies, materials, equipment, and labor with other government agencies by purchasing under their contracts on a voluntary and selective basis when authorized by resolution; and

WHEREAS, the City of Long Beach desires to purchase unleaded gasoline, alternative fuels, fluids and lubricants from Voyager Fleet Services; and

WHEREAS, the State of California ("State") has a contract for the purchase of these items known as Agreement No. DCS-OFA-OPPS-06 ("Price Contract"); and

WHEREAS, City's participation in the Price Contract will facilitate acquisition of unleaded gasoline as well as provide considerable cost benefits to the City; and

WHEREAS, if the City had to go to formal bid rather than participate in the Price Contract considerably more funds would be required;

NOW, THEREFORE, the City of Long Beach resolves as follows:

Section 1. The above recitals are true and correct and are incorporated herein by this reference.

OFFICE OF THE CITY ATTORNEY  
ROBERT E. SHANNON, City Attorney  
333 West Ocean Boulevard, 11th Floor  
Long Beach, CA 90802-4664

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

Section 2. The City Manager of the City of Long Beach is hereby authorized to enter an agreement with Voyager Fleet Systems, Inc. for the purchase of unleaded gasoline, alternative fuels, fluids and lubricants as ordered by the City of Long Beach, pursuant to the Price Contract. The purchase by the City of Long Beach shall be on the same terms and conditions afforded to the State.

Section 3. This resolution shall take effect immediately on its adoption by the City Council, and the City Clerk shall certify the vote adopting this resolution.

I hereby certify that the foregoing resolution was adopted by the City Council of the City of Long Beach at its meeting on \_\_\_\_\_, 2008, by the following vote:

Ayes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Noes: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

Absent: Councilmembers: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
City Clerk