

**RESOLUTION NO. 511****RESOLUTION OF THE COUNTY COUNCIL OF DORCHESTER COUNTY,  
MARYLAND ADOPTING A MOTOR FUELS POLICY**

**WHEREAS**, the adoption of financial policies is recognized as a best practice in public budgeting; and

**WHEREAS**, financial policies should be an integral part of the development of service, capital and financial plans and the budget; and

**WHEREAS**, the County Council desires to develop a policy to document Dorchester County's expectations in the purchase and consumption of motor fuels in county owned vehicles and equipment. It serves as a statement of the Council's commitment to provide an efficient and cost effective program of managing its fuel consumption on a county-wide basis.

**NOW THEREFORE, BE IT RESOLVED**, by the County Council of Dorchester County, Maryland that the Fiscal Policy on Motor Fuels (summarized below) be adopted:

**DORCHESTER COUNTY, MARYLAND****Fiscal Policies and Procedures – Motor Fuels**SECTION I - INTRODUCTION

The County Council of Dorchester County, Maryland approved on October 18, 2011 by resolution, the following policy on motor fuel purchases and consumption.

SECTION II - AUTHORITY AND DELEGATION

Article 25, Section 3 of the Annotated Code of Maryland authorizes the County Council to adopt by Resolution administrative acts. Pursuant to Resolution Number 511 of the County Council of Dorchester County, Maryland this policy shall supersede any previously adopted or practiced policy on motor fuel purchases and consumption.

SECTION III – PURPOSE

This purpose of this policy is to document Dorchester County's expectations in the purchase and consumption of motor fuels in county owned vehicles and equipment. It serves as a statement of the Council's commitment to provide an efficient and cost effective program of managing its fuel consumption on a county-wide basis.

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SECTION IV - APPLICABILITY

This fiscal policy applies to all elected officials and all departments, offices, agencies, boards, and commissions of Dorchester County, Maryland government unless otherwise excluded.

SECTION V - EXCLUSIONS

None

SECTION VI - POLICY**General Policy:**

The County contracts for all its motor fuels through a bid process conducted annually. Heating oil is included in the bid, but is not a part of this policy. The motor fuel is delivered to, stored in and dispensed from the County Fueling Station(s) (CFS), the first of which is currently located at the Highway Department office at 5435 Handley Road.

**Procedures:**

- Individual orders for fuel are entered in transport tanker quantities, whenever possible, for best pricing.
- Fuel is dispensed into vehicles at the central fueling station located at the highway department. Fuel is to be dispensed into county owned vehicles (or approved containers) only. Dispensing is on a self serve basis – controlled through keypads requiring entry of valid vehicle and employee identification.
- Vehicles are to be fueled at the CFS before leaving the county for distant, overnight, etc. trips. The staff is to take steps to avoid purchasing fuel at any outlet other than the CFS.
- Accounting for fuel use is accomplished through a fuel management software system integrated into the CFS. Individual department charges for consumption are generated by the system based on the vehicle and employee identifications.

**Special / Emergency Circumstances:**

- The CFS is backed up by an emergency power supply (generator) to provide for 24x7 operation in times of severe weather and other emergency events.
- With approval of a department head, in emergency situations only, employees can purchase motor fuel at commercial vendors. Such purchases will be reimbursed via the employee expense report.

## DEFINITIONS

**Motor Fuels** – Petroleum products used to power county owned vehicle and equipment.

**CFS** – County Fueling Station located at the Highway Department, 5435 Handley Road.

**Emergency Situations** – Situations preventing the employee from using the CFS, i.e. a vehicle will run out of fuel before returning to the area, travel requiring a re-fill before returning, active issue involving public safety in which the vehicle must stay on station, etc

**PASSED AND ADOPTED THIS** 18th DAY OF October, 2011.

COUNTY COUNCIL OF  
DORCHESTER COUNTY

ATTEST:

Jane Baynard  
Jane Baynard, County Manager

Jay L. Newcomb  
Jay L. Newcomb, President

William V. Nichols  
William V. Nichols, Vice President

Tom Bradshaw  
Tom Bradshaw

Ricky C. Travers

Rick M. Price  
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