



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: AUGUST 19, 2025**

**FROM: INNOVATION AND TECHNOLOGY DEPARTMENT      WARDS: ALL**

**SUBJECT: APPROVE A SERVICES AGREEMENT AND THE PURCHASE AND  
INSTALLATION OF EIGHT FM LIVE UPGRADES TO EXISTING FUEL  
MANAGEMENT UNITS FROM FUELSERV, INC., IN THE AMOUNT OF \$133,627  
– SUPPLEMENTAL APPROPRIATION**

## **ISSUE:**

Approve a Services Agreement and the purchase and installation of eight FM Live Upgrades to existing fuel management units from FuelServ, Inc., of Montclair, California, in the amount of \$133,627.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve a Services Agreement and the purchase and installation of eight FM Live Upgrades to existing fuel management units from FuelServ, Inc., of Montclair, California, in the amount of \$133,627;
2. With at least five affirmative votes, authorize the Chief Financial Officer, or designee, to record a supplemental appropriation and interfund transfer of \$133,627 from the Central Garage Fund balance to the Central Garage Fund, General Services Central Garage, Professional Services Account; and
3. Authorize the City Manager, or designee, to execute all documents necessary to effectuate this purchase, including making minor and non-substantive changes.

## **BACKGROUND:**

Compliance with Payment Card Industry Data Security Standards (PCI) is essential for the City of Riverside as an organization that handles credit or debit card transactions. PCI compliance ensures the protection of sensitive payment information from theft, fraud, and data breaches. By adhering to the Data Security Standard, the City demonstrates a commitment to maintaining strong cybersecurity practices and safeguarding the financial data of its customers. While preventing costly security incidents, legal liabilities, and reputational damage. Ultimately, PCI

compliance is a critical component of building trust, maintaining operational integrity, and protecting both the organization and its customers in an increasingly digital world.

## **DISCUSSION:**

In 2021, the credit card industry mandated the replacement of all magnetic stripe-only terminals with EMV chip-compatible technology. As part of the City's ongoing efforts to maintain PCI compliance, it is necessary to upgrade the credit card terminals at City-owned fuel pumps, which process both credit and debit card transactions at the pump. The proposed purchase will update these terminals with the latest technology designed to enhance data security and protect customer information.

FuelServ, Inc., is the sole provider of equipment compatible with our pumps. Purchasing Resolution No. 24101, Article Six: Acquisition of Goods, Section 602 Exceptions states, "Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: ...(c) When the Procurement can only be obtained from a sole source and the Manager is satisfied that the best price, terms and conditions have been negotiated."

Purchasing Resolution No. 24101, Article Seven: Acquisition of Services, Section 702 Exceptions states, "Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: ...(c) When the Procurement can only be obtained from a sole source and the Manager is satisfied that the best price, terms and conditions for the Procurement thereof have been negotiated."

The Purchasing Manager concurs that the recommendations to authorize the purchases are in compliance with Purchasing Resolution 24101, Sections 602 and 702.

The General Services Director concurs with this report.

## **FISCAL IMPACT:**

The total fiscal impact of this action is \$133,627. Upon City Council approval, a supplemental appropriation of \$133,627 from the Central Garage Fund balance will be recorded in the Central Garage Fund, General Services Central Garage, Professional Services Account 2215000-421000. There are sufficient reserves to cover the supplemental appropriation.

Prepared by:	Stephanie Gallegos, Administrative Services Manager
Approved by:	George Khalil, Chief Innovation Officer
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer/City Treasurer
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachment:

Agreement  
Quote