

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT:

AGENDA DATE:

PUBLIC HEARING DATE:

CONTACT PERSON NAME:

PHONE NUMBER:

2nd CONTACT PERSON NAME:

PHONE NUMBER:

DISTRICT(S) AFFECTED:

STRATEGIC GOAL:

SUBGOAL:

SUBJECT:

BACKGROUND / DISCUSSION:

COMMUNITY AND STAKEHOLDER OUTREACH:

PRIOR COUNCIL ACTION:

AMOUNT AND SOURCE OF FUNDING:

REPORTING OF CONTRIBUTION OR DONATION TO CITY COUNCIL:

NAME	AMOUNT (\$)

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD: _____

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

P-Card Transactions

10/21/2025-11/20/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Garcia Sandra	Jasonsdeli	10/23/2025	\$ 219.82	For all paralegals in the City Attorney's office to virtually attend a CLE regarding relevant topics for their daily duties. Training was scheduled during lunch hours.
CITY ATTORNEY	Garcia Sandra	Www.Pacer.Gov	11/7/2025	\$ 163.80	To pay for investigative services for legal staff
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	10/20/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	10/20/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	10/21/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	10/23/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	10/23/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	10/23/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	10/27/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	10/27/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	10/27/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/3/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/3/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/3/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/3/2025	\$ 7.50	Fee for uploading documents to the AG portal.

P-Card Transactions

10/21/2025-11/20/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/4/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/4/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/5/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/5/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/5/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/5/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/6/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/6/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/12/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/12/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/12/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/12/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/13/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/13/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/14/2025	\$ 7.50	Fee for uploading documents to the AG portal.

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10/21/2025-11/20/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/14/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/17/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/17/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/18/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/18/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/18/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/18/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/18/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/19/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Villegas Bergen	Nmstatebar	10/20/2025	\$ 213.21	Purchase of 3 CLE's for Assistant City Attorney, Carlos Gomez-Baca, to attend courses on Ethical Use of AI, Ethical Use of Paralegals, and Race Class and Gender Conscious and renew NM Bar License.
CITY ATTORNEY	Villegas Bergen	Southwes	10/31/2025	\$ 746.96	Purchase of Southwest Round-Trip Flight for Assistant City Attorney, Matthew Marquez, to attend Railroad Commission of Texas Hearing (Texas Gas Company Rate Case) in Austin, TX.
CITY ATTORNEY	Villegas Bergen	Signia By Hilton Bonnet C	11/12/2025	\$ 731.26	Purchase of room at host-hotel for City Attorney Support Staff to attend SYNERGY Conference in Orlando, FL.
CITY ATTORNEY	Villegas Bergen	Signia By Hilton Bonnet C	11/13/2025	\$ 1,209.71	Purchase of room for City Attorney Support Staff, while attending Synergy Conference in Orlando, FL.
CITY MANAGER	Esquivel Luz	Southwes	10/27/2025	\$ (179.61)	Diana Padilla did not attend the TML Conference. Ms. Padilla is no longer employed with the District 4 office. Therefore, a refund was issued.
CITY MANAGER	Esquivel Luz	Texas Municipal League	11/5/2025	\$ (345.00)	Diana Padilla did not attend the TML Conference. Ms. Padilla is no longer employed with the District 4 office. Therefore, a refund was issued minus the cancellation fee and the meal ticket

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10/21/2025-11/20/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 01	Acosta Gladys	Wm Supercenter #5717	10/21/2025	\$ 100.51	Community Meeting & Community Trunk or Treat Snacks & Refreshments
DISTRICT 02	Carlos Diego	Swank Motion Pictures In	10/24/2025	\$ 255.00	Movies at the Park w D3 - movie licensing fee, split with District 3
DISTRICT 02	Carlos Diego	Office Depot #195	11/3/2025	\$ 77.46	office supplies
DISTRICT 02	Carlos Diego	Canva* I04689-48440868	11/3/2025	\$ 14.99	graphic design service
DISTRICT 02	Carlos Diego	Mailchimp	11/3/2025	\$ 26.50	Newsletter Service
DISTRICT 03	Jimenez Melody	Sams Club #6502	10/21/2025	\$ 41.94	snacks for community meeting
DISTRICT 03	Jimenez Melody	Samsclub #6502	10/21/2025	\$ 475.28	snacks for Halloween event for District 3
DISTRICT 03	Jimenez Melody	Linktree* Linktree	10/24/2025	\$ 9.54	to pay for our link tree for community outreach
DISTRICT 03	Jimenez Melody	Sams Club #6502	10/27/2025	\$ 24.26	snacks for proclamation for KLAQ at city hall
DISTRICT 03	Jimenez Melody	Samsclub #6502	10/27/2025	\$ 53.94	Chocolate donation to Cielo Vista Neighborhood association for their Halloween event.
DISTRICT 03	Jimenez Melody	Sams Club #8280	11/3/2025	\$ 11.96	small snacks for proclamation at city hall
DISTRICT 03	Jimenez Melody	Sarabias Portable Jons	11/12/2025	\$ 136.85	Provide restrooms for tree planting event at Palm Grove Park.
DISTRICT 03	Jimenez Melody	Target 00008490	11/13/2025	\$ 83.80	Turkey donation for Ramona Elementary School for Thanksgiving baskets for needy families
DISTRICT 03	Jimenez Melody	Target 00022160	11/13/2025	\$ 107.24	Turkey donation for Ramona Elementary School for Thanksgiving baskets for needy families
DISTRICT 03	Jimenez Melody	Sams Club #6502	11/14/2025	\$ 214.78	Snack and drinks for Eastside Tree planting event at Palm Grove Park

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10/21/2025-11/20/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 03	Jimenez Melody	Eastside Choice Meats Inc	11/15/2025	\$ 433.53	Hot food donation for volunteers for tree planting event @ Palm Grove Park
DISTRICT 03	Jimenez Melody	Samsclub #6502	11/17/2025	\$ 181.48	Donation to the ELks Lodge for their Thanksgiving boxes for needy families
DISTRICT 03	Maldonado-Rocha Deanna	Icon To Ican	10/20/2025	\$ 500.00	Our Office sponsored the ICON to ICAN event to support its mission of empowering community members through leadership and growth initiatives.
DISTRICT 03	Maldonado-Rocha Deanna	Cci	11/5/2025	\$ 91.00	Monthly charge for email distribution service for D3 office newsletter
DISTRICT 03	Maldonado-Rocha Deanna	El Paso Ch* Tx	11/12/2025	\$ 50.00	purchased the Star on the Mountain lighting to honor Eddie Guerrero and his family as part of the City's official recognition of his legacy and impact on the El Paso community.
DISTRICT 03	Maldonado-Rocha Deanna	Canva* I04700-41511344	11/14/2025	\$ 12.99	Monthly charge for graphic design making service for D3 office.
DISTRICT 04	Trejo Cynthia	Mailchimp	10/20/2025	\$ (20.00)	Professional services software District 4 newsletters
DISTRICT 04	Trejo Cynthia	Office Depot #498	10/26/2025	\$ 93.45	Office Supplies: Certificates
DISTRICT 04	Trejo Cynthia	Uber *trip	10/29/2025	\$ 53.84	UBER: From Airport to Staybridge Hotel
DISTRICT 04	Trejo Cynthia	Uber *trip	10/29/2025	\$ 22.18	UBER: Staybridge Hotel to Fort Worth Convention Center
DISTRICT 04	Trejo Cynthia	Uber *trip	10/30/2025	\$ 15.37	UBER: From Staybridge Hotel to Fort Worth Convention Center
DISTRICT 04	Trejo Cynthia	Uber *trip	10/30/2025	\$ 17.34	UBER: From Fort Worth Convention Center to ESG Networking Event
DISTRICT 04	Trejo Cynthia	Uber *trip	10/30/2025	\$ 17.44	UBER: From ESG Networking Event to Linebarger Networking Event
DISTRICT 04	Trejo Cynthia	Uber *trip	10/30/2025	\$ 18.67	UBER: Fromm Linebarger Networking Event to Hotel Staybridge
DISTRICT 04	Trejo Cynthia	Staybridge Suites	10/31/2025	\$ 307.71	Lodging: TML Conference

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10/21/2025-11/20/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 04	Trejo Cynthia	Staybridge Suites	10/31/2025	\$ 307.71	Lodging: TML Conference
DISTRICT 04	Trejo Cynthia	Uber *trip	10/31/2025	\$ 25.02	UBER: From Fort Worth Convention Center to Staybridge Hotel
DISTRICT 04	Trejo Cynthia	Uber *trip	11/1/2025	\$ 53.81	UBER: From Fort Worth Convention Center to Airport
DISTRICT 04	Trejo Cynthia	Uber *trip	11/1/2025	\$ 13.55	UBER: From Staybridge Hotel to Fort Worth Convention Center
DISTRICT 04	Trejo Cynthia	El Paso Isd	11/3/2025	\$ 292.00	Office Supplies: Retractable Banner
DISTRICT 04	Trejo Cynthia	Glif*painteddunesgolf	11/5/2025	\$ 42.50	Veterans Business Connect: Special Events
DISTRICT 04	Trejo Cynthia	Canva* I04697-55438961	11/11/2025	\$ 30.00	Professional Services: Software for District 4 Newsletter
DISTRICT 04	Trejo Cynthia	Office Depot #195	11/14/2025	\$ 24.49	Office Supplies: Cardstock
DISTRICT 05	Aguilar Mike	Aqs Jeans	10/23/2025	\$ 68.15	Pcard charge for embroidered logo on office polo t-shirts.
DISTRICT 05	Aguilar Mike	Costco Whse #0768	10/23/2025	\$ 170.76	Purchase for community event support; snacks and candy. Approved by City Council Resolution on June 10, 2025. Purchase in support of programming for youth, seniors, and other events in District 5.
DISTRICT 05	Aguilar Mike	Costco Whse #0768	10/28/2025	\$ 65.86	Purchase for community event support; snacks and candy. Approved by City Council Resolution on June 10, 2025. Purchase in support of programming for youth, seniors, and other events in District 5.
DISTRICT 06	Fierro Art	Sams Club #6246	11/19/2025	\$ 84.90	Chips for city staff cookout
DISTRICT 06	Maldonado Mariaelena	Sams Club #8153	10/21/2025	\$ 254.10	Candy for Movies at the Park Halloween edition
DISTRICT 06	Maldonado Mariaelena	Sams Club #6502	10/27/2025	\$ 146.74	Candy and water for movies at the park Halloween edition
DISTRICT 06	Maldonado Mariaelena	Sams Club #6502	10/27/2025	\$ 47.09	Fruit for pledge kids

P-Card Transactions

10/21/2025-11/20/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 06	Maldonado Mariaelena	Swank Motion Pictures In	10/29/2025	\$ 550.00	Movie rights for Coco for Movies at the Park Series 10.31.2025
DISTRICT 06	Maldonado Mariaelena	Sarabias Portable Jons	10/30/2025	\$ 117.95	port-a-potty rental for Movies in the Park series.
DISTRICT 06	Maldonado Mariaelena	Canva* I04705-46993458	11/19/2025	\$ 120.00	Canva yearly subscription
DISTRICT 08	Abbas Tatiana	El Segundo Bakery	10/24/2025	\$ 18.72	Cafe con Chris Community Meeting
DISTRICT 08	Abbas Tatiana	Mexican Specialty Product	10/30/2025	\$ 67.05	City Hall Trick-or-treat om 10/30.

CITY COUNCIL SPECIAL PROJECTS OR DISCRETIONARY FUNDS EXPENDITURES

November 2025

DISTRICT	VENDOR	DATE	AMOUNT	DESCRIPTION
DISTRICT 6	JORGE EDUARDO CISNEROS	9/27/2025	\$ 475.00	D6 Movies at the Park equipmen
DISTRICT 8	WASTE CONNECTIONS INC	10/1/2025	\$ 275.00	Garbage container - SBBP 2025