

**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**

04/22/25 - 05/20/25

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Garcia Sandra	Omni Shoreham Online Srvc	4/22/2025	\$ 1,355.22	for Atty MS to travel to DC for IMLA mid Year conference
CITY ATTORNEY	Garcia Sandra	State Bar Tx-Cle Web	4/22/2025	\$ 245.00	For Atty SH to attend training in order to be licensed in the Federal Court.
CITY ATTORNEY	Garcia Sandra	Southwes	4/24/2025	\$ 456.35	for attorney to attend Utilities related training to be able to counsel the City regarding the various utility matters
CITY ATTORNEY	Garcia Sandra	Nmsu Econ & Intl Bus.	4/25/2025	\$ 1,195.00	For attorney to attend "The Basics" Regulatory Training for the Electric Course to help train and develop the others in litigation section.
CITY ATTORNEY	Garcia Sandra	Tbls	5/3/2025	\$ 200.00	Reimbursement for Registration to Texas Board of Legal Specialization for atty no longer working with the City
CITY ATTORNEY	Garcia Sandra	Southwes	5/6/2025	\$ 406.56	for attorney to attend the IMLA CLE on construction law, with the focus being from a municipality's perspective
CITY ATTORNEY	Garcia Sandra	Py *international Municip	5/7/2025	\$ 150.00	for attorney to attend 2025 Construction Law Program/Registrant/Member Registrant
CITY ATTORNEY	Garcia Sandra	Southwes	5/9/2025	\$ 696.95	emergency travel for attorney to attend to Austin to testify on Tuesday against the newest preemption bill
CITY ATTORNEY	Garcia Sandra	Www.Pacer.Gov	5/9/2025	\$ 64.50	quarterly payment for investigative services for Pacer
CITY ATTORNEY	Garcia Sandra	Hyatt Centric Austin Dt	5/9/2025	\$ 639.91	emergency travel for attorney to attend to Austin to testify on Tuesday against the newest preemption bill
CITY ATTORNEY	Garcia Sandra	Southwes	5/12/2025	\$ 359.96	for attorney to attend 2025 TCAA Summer Conference - Texas City Attorney Association
CITY ATTORNEY	Garcia Sandra	Southwes	5/12/2025	\$ 323.96	for attorney to attend 2025 TCAA Summer Conference - Texas City Attorney Association
CITY ATTORNEY	Garcia Sandra	Southwes	5/12/2025	\$ 816.37	for attorney to attend in DC to the ABA Forum
CITY ATTORNEY	Garcia Sandra	Sq *city Hall Essentials	5/12/2025	\$ 250.00	for attorney to attend Animal Control - State Laws & Local Rules webinar
CITY ATTORNEY	Garcia Sandra	Texas Municipal League	5/13/2025	\$ 539.00	for attorney to attend 2025 TCAA Summer Conference - Texas City Attorney Association
CITY ATTORNEY	Garcia Sandra	Texas Municipal League	5/13/2025	\$ 25.00	for attorney to attend TML - Ethics in Public Service Webinar

**P-Card Transactions**

04/22/25 - 05/20/25

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Garcia Sandra	Texas Municipal League	5/13/2025	\$ 539.00	for attorney to attend 2025 TCAA Summer Conference - Texas City Attorney Association
CITY ATTORNEY	Garcia Sandra	Abaus* American Bar As	5/14/2025	\$ 975.00	for attorney to attend ABA forum
CITY ATTORNEY	Leyva Jacqueline	Tx Oag Open Records	4/22/2025	\$ 7.50	Fee for uploading documents to the AG Portal
CITY ATTORNEY	Leyva Jacqueline	Tx Oag Open Records	4/23/2025	\$ 7.50	Fee for uploading documents to the AG Portal
CITY ATTORNEY	Leyva Jacqueline	Tx Oag Open Records	4/25/2025	\$ 7.50	Fee for uploading documents to the AG Portal
CITY ATTORNEY	Leyva Jacqueline	Tx Oag Open Records	4/28/2025	\$ 7.50	Fee for uploading documents to the AG Portal.
CITY ATTORNEY	Leyva Jacqueline	Tx Oag Open Records	4/28/2025	\$ 7.50	Fee for uploading documents to AG Portal.
CITY ATTORNEY	Leyva Jacqueline	Tx Oag Open Records	4/29/2025	\$ 7.50	Fee for uploading documents to AG Portal.
CITY ATTORNEY	Leyva Jacqueline	Tx Oag Open Records	4/29/2025	\$ 7.50	Fee for uploading documents to the AG Portal.
CITY ATTORNEY	Leyva Jacqueline	Tx Oag Open Records	4/29/2025	\$ 5.00	Fee for uploading documents to the AG Portal.
CITY ATTORNEY	Leyva Jacqueline	Tx Oag Open Records	4/29/2025	\$ 7.50	Fee for uploading documents to the AG Portal.
CITY ATTORNEY	Leyva Jacqueline	Tx Oag Open Records	4/30/2025	\$ 7.50	Fee for uploading documents to the AG Portal.
CITY ATTORNEY	Leyva Jacqueline	Tx Oag Open Records	4/30/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Tx Oag Open Records	4/30/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Tx Oag Open Records	5/1/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Tx Oag Open Records	5/1/2025	\$ 7.50	Fee for uploading documents to the AG portal.

**P-Card Transactions**

04/22/25 - 05/20/25

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Leyva Jacqueline	Tx Oag Open Records	5/2/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Tx Oag Open Records	5/6/2025	\$ 7.50	Fee for uploading documents to the AG Portal
CITY ATTORNEY	Leyva Jacqueline	Tx Oag Open Records	5/9/2025	\$ 7.50	Fee for uploading documents to the AG portal
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	5/12/2025	\$ 7.50	Fee for uploading documents to the AG portal
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	5/13/2025	\$ 7.50	Fee for uploading documents to the AG portal
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	5/13/2025	\$ 7.50	Fee for uploading documents to the AG portal
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	5/13/2025	\$ 7.50	Fee for uploading documents to the AG portal
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	5/13/2025	\$ 7.50	Fee for uploading documents to the AG portal
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	5/14/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	5/14/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	5/14/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	5/15/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	5/15/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	5/15/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/21/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/21/2025	\$ 7.50	Fee for uploading document to the AG portal.

# P-Card Transactions

04/22/25 - 05/20/25

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/21/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/22/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	5/1/2025	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Nmefile*012517945-0	5/7/2025	\$ 13.00	Fee for court filing.
CITY ATTORNEY	Scott Belinda	Sheraton	5/15/2025	\$ 311.03	Cost of hotel for attorney attending CLE seminar.
CITY ATTORNEY	Scott Belinda	Sheraton	5/15/2025	\$ 1,244.12	Cost of hotel stay for attorney attending CLE seminar.
CITY MANAGER	Albright Paul.D	Sq *the Photo Station & M	4/21/2025	\$ 475.00	Photo Booth for 2025 El Paso Our Community Salutes
CITY MANAGER	Albright Paul.D	In *ana M Arzola	4/22/2025	\$ 655.00	Decorations for 2025 El Paso Our Community salutes
CITY MANAGER	Albright Paul.D	Southwes	5/14/2025	\$ 627.36	Approved Travel to DC May 28, 2025 to attend the USO Gala.
CITY MANAGER	Beard Jackie	Dc	5/1/2025	\$ 183.04	ICMA Effective Supervisory Practices books. Ordered and approved by Rosemary Crawford
CITY MANAGER	Beard Jackie	Dunkin #302466 Q35	5/12/2025	\$ 59.67	Coffee for New Employee Orientation on 5/12/2025. Receipt and Food & Beverage report attached. Approved by Rosemary Crawford
CITY MANAGER	Beard Jackie	Universal Graphics	5/19/2025	\$ 2,445.00	Folders and pens for New Employee Orientation. Attached quote and invoice/receipt approved by Rosemary Crawford.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	4/24/2025	\$ 32.45	Subtitles and captions for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	4/25/2025	\$ 38.94	Subtitles and captions for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Facebk *3fbkpcuk2	5/1/2025	\$ 110.98	Social media promotion of Chime In survey to the community.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	5/2/2025	\$ 38.94	Subtitles and captions for City TV programming.

**P-Card Transactions**

04/22/25 - 05/20/25

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	5/4/2025	\$ 19.47	Subtitles and captions for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Eig	5/7/2025	\$ 628.00	E-newsletter fir community outreach and promotion of City TV programming, City programs and services.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	5/9/2025	\$ 45.43	Subtitles and captions for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Zoom.Com 888-799-9666	5/11/2025	\$ 15.99	Community Outreach and Media Interviews.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	5/16/2025	\$ 38.94	Subtitles and captions for City TV programming.
CITY MANAGER	D Agostino Mario M	Hilton Myrtle Beach Reso	5/2/2025	\$ 1,349.60	Travel for DCM D'Agostino to 2025 Metro Fire Chiefs 4/24/25
CITY MANAGER	Davis Kimberly	Southwes	4/25/2025	\$ 1,393.90	Approved airfare for Flores/ Voglewede Austin 04 25
CITY MANAGER	Davis Kimberly	Southwes	5/9/2025	\$ 840.96	Approved travel to Austin for Flores by Voglewede
CITY MANAGER	Davis Kimberly	American Air	5/12/2025	\$ 693.37	Approved by Voglewede - Voglewede airfare to PA
CITY MANAGER	Davis Kimberly	United	5/13/2025	\$ 849.76	Approved international travel for Martinez by Voglewede & Cortinas
CITY MANAGER	Esquivel Luz	Hilton Aus Dwntwn Conv	4/23/2025	\$ 319.79	Hotel accommodations to attend Crop Creative Conference in Austin TX
CITY MANAGER	Esquivel Luz	Hilton Aus Dwntwn Conv	4/26/2025	\$ 557.83	Hotel accommodations to attend Crop Creative Conference
CITY MANAGER	Esquivel Luz	Wal-Mart #0964	5/13/2025	\$ 18.60	Purchase batteries for the CityTV AirTags we purchase to keep track of where the keys to the City TV vehicles are located at all times and a calendar.
CITY MANAGER	Isaias Ricardo	Apple.Com/Bill	4/26/2025	\$ 9.99	Extra storage for videos and photos for City iPhone. Storage is needed to maintain photos and videos of City events archived for future use for CITY TV use.
CITY MANAGER	Lozano Martha	El Paso Ch* Tx	5/6/2025	\$ 60.00	CM Mack and Chief Strategy Office Baldwin will attend the El Paso Chamber event
CITY MANAGER	Martinez Omar	Currency Conversion Fee	5/13/2025	\$ 2.03	International fee by Wells Fargo for approved travel by Voglewede and Cortinas.

**P-Card Transactions**

04/22/25 - 05/20/25

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY MANAGER	Martinez Omar	Barcelo.Com	5/13/2025	\$ 202.74	Approved international travel by Voglewede and Cortinas
CITY MANAGER	Monsivais Rosa Maria	Tlf*angies Flowers	5/6/2025	\$ 117.90	Purchased Flowers for Elias Ventanilla whose mother passed away
CITY MANAGER	Monsivais Rosa Maria	Sams Club #6246	5/19/2025	\$ 247.44	Purchased snacks for members of City Council for City Council meeting days- working lunch meetings approved by CFO
CITY MANAGER	Palacios Soraya Ayub	M And F Wholesale	5/13/2025	\$ 275.90	Purchase promotional items for the Measles Vaccine Drive-Thru Event scheduled for Tuesday, May 20th.
DISTRICT 01	Johnson Theresa	Canva* 04463-32619390	4/25/2025	\$ 7.43	Refund of taxes for Canva subscription
DISTRICT 02	Carlos Diego	Office Depot #195	5/1/2025	\$ 53.71	Office supplies for CFCl event and other community meetings
DISTRICT 02	Carlos Diego	Mailchimp	5/3/2025	\$ 26.50	Newsletter subscription service
DISTRICT 02	Carlos Diego	Canva* I04505-52852856	5/3/2025	\$ 14.99	Subscription service for flyers and other office online and public facing content
DISTRICT 02	Carlos Diego	Spo*I&jcafe	5/10/2025	\$ 1,210.00	mother's day lunch at Memorial senior center
DISTRICT 03	Maldonado-Rocha Deanna	Sams Club #6502	4/21/2025	\$ 33.92	Snacks and Drinks for our constituents for the Budget Meeting
DISTRICT 03	Maldonado-Rocha Deanna	Sams Club #6502	5/1/2025	\$ 28.66	Drinks for our Community Clean Up Volunteers
DISTRICT 03	Maldonado-Rocha Deanna	Samsclub #6502	5/1/2025	\$ 70.41	Snacks for the Neighborhood Associations for quarterly meeting
DISTRICT 03	Maldonado-Rocha Deanna	El Fenix Bakery & Grocery	5/3/2025	\$ 49.50	Office Supplies and also providing food for senior centers celebrating Mother's Day
DISTRICT 03	Maldonado-Rocha Deanna	Eig	5/5/2025	\$ 56.00	Monthly charge for email distribution service for D3 office newsletter.
DISTRICT 03	Maldonado-Rocha Deanna	Samsclub.Com	5/9/2025	\$ 246.01	Office Supplies and snacks for office.
DISTRICT 03	Maldonado-Rocha Deanna	Canva* I04516-68710415	5/14/2025	\$ 12.99	Monthly charge for graphic design making service for D3 office.



# P-Card Transactions

04/22/25 - 05/20/25

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 04	Trejo Cynthia	Sq *el Paso Mail & Print	4/23/2025	\$ 26.81	District 4 got refunded \$26.81 from Mail and Print shop included are the incorrect, corrected invoices and email conversation.
DISTRICT 04	Trejo Cynthia	Paypal	4/30/2025	\$ 350.00	Funding the registration costs to the Jacksonville Neighborhoods USA 50th anniversary conference for presidents or designees of the North Hills Neighborhood Pride Association.
DISTRICT 04	Trejo Cynthia	Canva* I04513-71723432	5/11/2025	\$ 30.00	By using Canva we are able to create visual content that will relay information to the district 4 Constituents via all media platforms of any news, meetings, and events we want them to know.
DISTRICT 05	Fraga Gabriela	Eig	5/14/2025	\$ 37.31	Monthly fee for District 5's newsletter platform fee
DISTRICT 06	Fierro Art	The Stephen F Austin R	5/15/2025	\$ 357.68	Rep Fierro's travel to Austin to testify at the Texas Veterans Commission. The goal was to address the TVC on behalf of the City and Sun Metro and ask them to approve the city grant application.
DISTRICT 06	Fierro Art	Lyft *ride Wed 3pm	5/15/2025	\$ 25.89	Rep Fierro's lyft ride to the airport. The goal was to address the TVC on behalf of the City and Sun Metro and ask them to approve the city grant application.
DISTRICT 06	Fierro Art	Lyft *ride Thu 7am	5/15/2025	\$ 5.01	Rep Fierro's Lyft ride to the Texas Veterans Commission. The goal was to address the TVC on behalf of the City and Sun Metro and ask them to approve the city grant application.
DISTRICT 06	Maldonado Mariaelena	Region 19	5/5/2025	\$ 1,000.00	Sponsorship for the Texas Spanish Spelling Bee happening in El Paso. City Council approved the expenditure on April 1, 2025
DISTRICT 07	Saucedo Lizette	Region 19	4/28/2025	\$ 500.00	Donation for Region 19 Spelling Bee.
DISTRICT 07	Saucedo Lizette	El Diario De El Paso	5/7/2025	\$ 151.20	Office Supplies
DISTRICT 07	Saucedo Lizette	Gannettnewspprtx-Nm-Co	5/14/2025	\$ 0.77	..
DISTRICT 07	Saucedo Lizette	City Of El Paso - Tx	5/15/2025	\$ 85.00	Park fee for vigil
DISTRICT 08	Canales Jorge	Homedepot.Com	4/23/2025	\$ 2,959.00	Storage sheds for Library Pet Supply Pantries. El Paso City Council approved expenditure on March 12, 2025 item # 25-373.
DISTRICT 08	Rodriguez Alma	Office Depot #223	4/28/2025	\$ 27.39	Office supply - presentation folders.
DISTRICT 08	Rodriguez Alma	Canva* I04506-61774799	5/7/2025	\$ 119.99	Office design tool to create graphics and flyers for community meetings and outreach tools to engage residents.
DISTRICT 08	Rodriguez Alma	In *tovar Printing, Inc.	5/13/2025	\$ 108.00	Coroplast signs for the office for tabling events and community events.

## CITY COUNCIL SPECIAL PROJECTS OR DISCRETIONARY FUNDS EXPENDITURES

MAY 2025

DISTRICT	VENDOR	DATE	AMOUNT	DESCRIPTION
DISTRICT 5	WW GRAINGER INC	5/23/2025	\$ 1,471.88	Water Safety Vest
DISTRICT 8	EL PASO DISPOSAL LP	5/14/2025	\$ 200.00	Rolloff- district 8 Cleanup