

**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

8/21/2025-9/22/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Garcia Sandra	Researchtx	9/5/2025	\$ 63.45	for litigation division to request copies of files for a pending lawsuit against the CoEP
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	8/21/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	8/21/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	8/25/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	8/25/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	8/26/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	8/26/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	9/3/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	9/8/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	9/9/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	9/9/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	9/10/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	9/15/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	9/15/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	9/17/2025	\$ 7.50	Fee for uploading records to the AG portal.

P-Card Transactions

8/21/2025-9/22/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	9/17/2025	\$ 7.50	Fee for uploading records to the AG portal.
CITY ATTORNEY	Villegas Bergen	Epshrm	8/23/2025	\$ 40.00	Purchase of full registration to attend in-person SHRM seminar on "HR Ethics and Your Responsibilities as a Leader" for the Assistant to the City Attorney, Angela Riggs.
CITY ATTORNEY	Villegas Bergen	Southwestai	8/26/2025	\$ 330.97	Purchase of round-trip flight for Open Records Coordinator, Erica Gandara, to attend Open Government Conference in Austin in December 2025.
CITY ATTORNEY	Villegas Bergen	Southwestai	8/26/2025	\$ 330.97	Purchase of round-trip flight for Open Records Coordinator, April Cervantes, to attend Open Government Conference in Austin in December 2025.
CITY ATTORNEY	Villegas Bergen	Southwestai	8/27/2025	\$ 70.19	Charge is for a Assistant City Attorney, Carlos Gomez-Baca flight change, reflecting Southwest's new policy raising modification fees on Basic (Wanna Get Away) fares.
CITY ATTORNEY	Villegas Bergen	Tmcec	8/28/2025	\$ 150.00	Purchase of TMCEC Legislative Updates Webinar, for Assistant City Attorney, Wendi Vineyard, to watch and earn CLEs.
CITY ATTORNEY	Villegas Bergen	Southwestai	9/3/2025	\$ 348.92	Purchase of round-trip flight for Assistant City Attorney, Eric Gutierrez, to attend Open Government CLE in Austin, Texas.
CITY ATTORNEY	Villegas Bergen	State Bar Tx-Cle Web	9/3/2025	\$ 115.00	Purchase of TexasBarCLE webinar for Assistant City Attorney, Sarah Hartnett, to view, "HIPAA Compliance Update: A Comprehensive Guide for Texas Lawyers" webinar and earn CLEs.
CITY ATTORNEY	Villegas Bergen	State Bar Tx-Cle Web	9/3/2025	\$ 115.00	Purchase of TexasBarCLE webinar for Assistant City Attorney, Karla Saenz, to view, "HIPAA Compliance Update: A Comprehensive Guide for Texas Lawyers" webinar and earn CLEs.
CITY ATTORNEY	Villegas Bergen	Thomson Reuters Events	9/17/2025	\$ 899.00	Purchase of full registration for City Attorney Support Staff, Morgan Furr, to attend Thomson Reuters software annual conference in Orlando, FL.
CITY ATTORNEY	Villegas Bergen	Signia By Hilton Bonnet C	9/18/2025	\$ 365.63	Purchase of lodging accommodations at host-hotel for City Attorney Support Staff, Morgan Furr, while attending Thomson Reuters software conference in Orlando, FL.
CITY ATTORNEY	Villegas Bergen	Signia By Hilton Bonnet C	9/18/2025	\$ 365.63	Purchase of lodging accommodations at host-hotel for City Attorney Support Staff, Bergen Villegas, while attending Thomson Reuters software conference in Orlando, FL.
CITY MANAGER	Argumedo Angel	In *el Paso Executive For	9/8/2025	\$ 100.00	Membership Fee for CM Mack El Paso Executive Forum
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	8/22/2025	\$ 45.43	Captions and subtitles for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	8/26/2025	\$ 12.98	Closed captioning and subtitles for the City TV programming.

P-Card Transactions

8/21/2025-9/22/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	8/26/2025	\$ 6.49	Closed captioning and subtitles for the City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Tatoa	8/27/2025	\$ 200.00	Membership to the Texas Telecommunications Officers and Advisors for City TV staff.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	8/29/2025	\$ 45.43	Closed captioning and subtitles for the City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Facebk *z9r562zuk2	9/1/2025	\$ 36.15	Social media promotions for Live Active El Paso programming and Title 20 Community Outreach.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	9/4/2025	\$ 19.47	Closed captioning and subtitles for the City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Amazon Prime	9/4/2025	\$ 14.99	Fee for the City's Amazon Prime office supply purchases
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	9/5/2025	\$ 45.43	Closed captioning and subtitles for the City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Cci	9/7/2025	\$ 703.00	E-newsletter program for community outreach and promotions for City TV programming and city events, services and programs.
CITY MANAGER	Cruz-Acosta Laura	Flipsnack.Com	9/9/2025	\$ 456.00	Application for the creation of electronic community outreach newsletter
CITY MANAGER	Cruz-Acosta Laura	Amzn Digital	9/10/2025	\$ 239.96	4TB software access for City TV video storage for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Gannett Media Co	9/10/2025	\$ 106.59	Annual fee for the El Paso Times digital subscription.
CITY MANAGER	Cruz-Acosta Laura	Zoom.Com 888-799-9666	9/11/2025	\$ 16.99	Application for Community Outreach and Media Interviews
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	9/12/2025	\$ 51.92	Closed captioning and subtitles for the City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Linktree* Linktree	9/18/2025	\$ 10.60	Social media app to share community info about City services/programs. Attached docs include invoice with taxes. I paid taxes (attached) but we also submitted tax exempt forms. Partial refund attached
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	9/19/2025	\$ 38.94	Closed captioning and subtitles for the City TV programming.

P-Card Transactions

8/21/2025-9/22/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY MANAGER	Monsivais Rosa Maria	Corner Bakery Cafe #1529	9/3/2025	\$ 157.00	Purchases lunch for Mayor and Council Reps- wotk session meeting- meeting was long and they had to work through lunch
CITY MANAGER	Monsivais Rosa Maria	Sams Club #6246	9/12/2025	\$ 41.94	Purchased boxes of facial tissue for the City Manager's area- due to employees allergies and flu seasons Purchased snacks for members of the Ci Council to have when council meetings run a little long.
CITY MANAGER	Monsivais Rosa Maria	Sams Club #6246	9/12/2025	\$ 198.54	Purchased boxes of facial tissue for the City Manager's area- due to employees allergies and flu seasons Purchased snacks for members of the Ci Council to have when council meetings run a little long.
CITY MANAGER	Monsivais Rosa Maria	In *c&m Plaque And Trophy	9/15/2025	\$ 41.70	Purchased a small trophy and 2 medals for the winners of the Leadership Challenge 09/23/2025
CITY MANAGER	Monsivais Rosa Maria	Tlf*angies Flowers	9/18/2025	\$ 185.80	As per the City manager, purchased flowers for the families of deceased City of El Paso Employees
CITY MANAGER	Sepulveda Denice	Target 00022160	9/9/2025	\$ 50.22	Supplies to get ready for Program based budgeting and Strategic planning sessions hosted from Sept-Dec approved by our Chief Innovation Officer, Roman Sanchez. These will have CM and DH leadership.
CITY MANAGER	Sepulveda Denice	Tst*district Coffee Co	9/10/2025	\$ 30.90	Coffee purchased for all day workshop, with department leadership for our Program Based Budgeting and Strategic Planning work session held on 09/10/2025. Approved by our Chief Innovation Officer
CITY MANAGER	Sepulveda Denice	Canva* I04636-41274012	9/11/2025	\$ 108.45	Canva invoice for adding additional team members, approved by Chief Innovation Officer Roman Sanchez
CITY MANAGER	Sepulveda Denice	Office Depot #498	9/18/2025	\$ 88.69	Supplies approved for City wide Leadership Challenge at the Arts District. Approved by Roman Sanchez
CITY MANAGER	Sepulveda Denice	Odp Bus Sol Lic # 100498	9/18/2025	\$ 1,048.59	Desk purchased, we will be getting a new employee to our office. Approved by Roman Sanchez
DISTRICT 01	Acosta Gladys	Paypal	9/4/2025	\$ 50.74	Staff Polo Shirts with City Logo Embroidery for Field Events
DISTRICT 01	Acosta Gladys	Sq *meza Trophies & Plaqu	9/17/2025	\$ 67.92	Plaques for National Dance Day Sponsors
DISTRICT 01	Acosta Gladys	Allprint Of El Paso Llc	9/18/2025	\$ 90.00	Car Magnets for Community Engagement Events
DISTRICT 01	Acosta Gladys	Viva Cafe	9/20/2025	\$ 240.12	Breakfast Burritos for National Dance Day
DISTRICT 01	Chavez Alejandra	Sq *naleo Educational Fun	8/26/2025	\$ 200.00	National Association of Latino Elected and Appointed Officials membership, which allows for valuable opportunities that set the standard for sound governance.

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8/21/2025-9/22/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 02	Carlos Diego	Canva* I04628-54591972	9/3/2025	\$ 14.99	Graphic Design subscription
DISTRICT 02	Carlos Diego	In *contractors Barricad	9/3/2025	\$ 238.15	Barricades for Seville block party. Business charged sales tax and later reimbursed amount.
DISTRICT 02	Carlos Diego	Mailchimp	9/3/2025	\$ 26.50	Newsletter Service
DISTRICT 02	Carlos Diego	Herc Rentals	9/4/2025	\$ 285.00	Herc rental for Seville Block Party
DISTRICT 02	Carlos Diego	In *contractors Barricad	9/5/2025	\$ (238.15)	Business reimbursement for incorrect invoice. Both receipts attached.
DISTRICT 02	Carlos Diego	In *contractors Barricad	9/5/2025	\$ 220.00	Barricades for Seville Block Party. Corrected amount for Tax exempt. All documents included.
DISTRICT 02	Carlos Diego	Wienerschnitzel 109	9/13/2025	\$ 318.40	Movies at Ascarate Park
DISTRICT 03	Jimenez Melody	Samsclub #6502	8/22/2025	\$ 141.59	Community clean up event
DISTRICT 03	Jimenez Melody	Linktree* Linktree	8/24/2025	\$ 9.54	Link tree for community meetings
DISTRICT 03	Jimenez Melody	Samsclub #6502	8/27/2025	\$ 37.96	Community Meeting with Robet Cortinas
DISTRICT 03	Jimenez Melody	Office Depot #195	9/5/2025	\$ 40.29	Specific Labels for Movies at the Park
DISTRICT 03	Jimenez Melody	Swank Motion Pictures In	9/9/2025	\$ 255.00	Viewing rights for movie at movies at the park
DISTRICT 03	Jimenez Melody	Samsclub #6502	9/10/2025	\$ 110.90	Community meeting with Sheriff
DISTRICT 03	Jimenez Melody	Wal-Mart #2201	9/11/2025	\$ 21.61	Movie for Movies at the park
DISTRICT 03	Jimenez Melody	Samsclub #6502	9/12/2025	\$ 7.93	Hand Sanitizer for office and events

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8/21/2025-9/22/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 03	Jimenez Melody	Dulcelandia	9/15/2025	\$ 115.74	Celebrate Mexican Independence day with Seniors at Eastside Senior center
DISTRICT 03	Maldonado-Rocha Deanna	Harbor Freight Tools 55	8/22/2025	\$ 32.44	Purchase of gloves for the community cleanup held on August 23rd.
DISTRICT 03	Maldonado-Rocha Deanna	Cci	9/5/2025	\$ 91.00	Monthly charge for email distribution service for D3 office newsletter.
DISTRICT 03	Maldonado-Rocha Deanna	Canva* I04639-32404641	9/14/2025	\$ 12.99	Monthly charge for graphic design making service for the D3 office.
DISTRICT 03	Maldonado-Rocha Deanna	Fastsigns - Airway	9/16/2025	\$ 174.59	Purchase of parade signs featuring the City's official logo to be used for parades and community events.
DISTRICT 03	Maldonado-Rocha Deanna	Samsclub #6502	9/18/2025	\$ 32.34	To support the Bel Air Homecoming Parade by participating in the event and distributing gummies to attendees along the parade route.
DISTRICT 04	Trejo Cynthia	Mailchimp	8/20/2025	\$ 20.00	Professional Services- Software for District 4 newsletters
DISTRICT 04	Trejo Cynthia	Canva* I04636-58488569	9/11/2025	\$ 30.00	Professional Services- Software for newsletters
DISTRICT 04	Trejo Cynthia	Mailchimp	9/20/2025	\$ 20.00	Professional Services- Software for District 4 newsletters
DISTRICT 05	Aguilar Mike	Costco Whse #0768	9/17/2025	\$ 43.93	Waters and Snacks for Community Meeting on 9/24/2025
DISTRICT 06	Maldonado Mariaelena	Swank Motion Pictures In	9/11/2025	\$ 510.00	Movie rights for Monster's Inc. from Swank for Movies at the Park series
DISTRICT 06	Maldonado Mariaelena	Big Boy Concessions	9/12/2025	\$ 74.88	Dry Ice to keep Otter Pops cold for Movies at the Park
DISTRICT 07	Saucedo Lizette	Gannettnewspprtx-Nm-Co	9/8/2025	\$ 40.00	Newspaper Subscription for the Representative
DISTRICT 08	Abbas Tatiana	In *contractors Barricad	9/3/2025	\$ 420.00	Barricade rental for Segundo Barrio Block Party 2025. Expense coming from fiscal year 2025.
DISTRICT 08	Abbas Tatiana	Mexican Specialty Product	9/11/2025	\$ 228.15	Popcorn bags and chicharron bags for Movies at the Park hosted by the Parks and Recreation Department.

P-Card Transactions

8/21/2025-9/22/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 08	Abbas Tatiana	El Rincon De Cortez No 2	9/12/2025	\$ 72.00	District 8 Community Meeting coffee for guests to encourage community to participate and engage in their local government.
DISTRICT 08	Rodriguez Alma	Sarabias Portable Jons	8/28/2025	\$ 654.05	Portable restroom and handwashing station rental for Segundo Barrio Block Party 2025. Expense coming from fiscal year 2025.
DISTRICT 08	Rodriguez Alma	Wm Supercenter #500	9/19/2025	\$ 60.76	Snacks for Magoffin Neighborhood Cleanup organized by the Environmental Services Department and District 8.

CITY COUNCIL SPECIAL PROJECTS OR DISCRETIONARY FUNDS EXPENDITURES

September 2025

DISTRICT	VENDOR	DATE	AMOUNT	DESCRIPTION
DISTRICT 6	JORGE EDUARDO CISNEROS	9/12/2025	\$ 475.00	Video screen, projector Movie