

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

AGENDA DATE: November 19, 2024

PUBLIC HEARING DATE:

CONTACT PERSON NAME AND PHONE NUMBER:

K. Nicole Cote, Managing Director, City Manager's Office (915) 212-1092

DISTRICT(S) AFFECTED: All Districts

STRATEGIC GOAL: 6. Set the Standard for Sound Governance and Fiscal Management

SUBGOAL: N/A

SUBJECT: For notation only, Special Projects, Discretionary fund expenditures, and P-Card Transactions for the period of September 21, 2024 – October 20, 2024 for Mayor, City Council Representatives, City Attorney's Office, City Manager's Office and staff.

BACKGROUND / DISCUSSION:

Per FY 2025 Budget Resolution, all Special Projects, Discretionary and P-Card transactions will be posted monthly to the City Council Agenda for notation and to the City's website to include the Mayor, City Council Representatives, City Attorney's Office, City Manager's Office and staff expenditures under this section shall adhere with all relevant city and state laws and policies.

PRIOR COUNCIL ACTION: N/A

AMOUNT AND SOURCE OF FUNDING: N/A

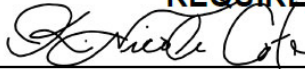
HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? X YES NO

PRIMARY DEPARTMENT: City Manager's Office - Office of Management and Budget

SECONDARY DEPARTMENT: All City

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

DEPARTMENT HEAD:



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

**Mayor and Council
P-Card Transactions**

09/21/2024 - 10/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Garcia Sandra	Wm Supercenter #2201	09/24/2024	\$ 21.64	Emergency supplies for legal staff
CITY ATTORNEY	Garcia Sandra	Southwes	09/30/2024	\$ 570.96	FLight for KAS to attend conference
CITY ATTORNEY	Garcia Sandra	Southwes	09/30/2024	\$ 656.97	Flight for RA to attend Utility PUC meeting in Austin
CITY ATTORNEY	Garcia Sandra	Texas Municipal League	10/01/2024	\$ 500.00	KAS registration for TML conference
CITY ATTORNEY	Garcia Sandra	Southwes	10/07/2024	\$ 595.95	Flight for JG to attend 2024 TML Annual Conference & Exhibition
CITY ATTORNEY	Garcia Sandra	Nmstatebar	10/08/2024	\$ 91.67	New Mexico Bar webinar to maintain New Mexico license for one attorney in order to assist with a pending case in the state of New Mexico
CITY ATTORNEY	Garcia Sandra	Southwes	10/11/2024	\$ 193.98	Return flight for MF from Orlando, FL to attend Synergy conference
CITY ATTORNEY	Garcia Sandra	American Air	10/11/2024	\$ 211.97	MF flight to Orlando, FL to attend Synergy conference
CITY ATTORNEY	Garcia Sandra	American Air	10/11/2024	\$ 471.94	Round trip for CC to attend Synergy conference in Orlando, FL.
CITY ATTORNEY	Garcia Sandra	Gaylord Palms Rsrt Cc	10/12/2024	\$ 324.04	Hotel stay for MF to attend Synergy conference in Orlando, FL
CITY ATTORNEY	Garcia Sandra	Gaylord Palms Rsrt Cc	10/12/2024	\$ 324.04	Hotel stay for CC to go to Synergy conference in Orlando, FL.
CITY ATTORNEY	Garcia Sandra	Thomson Reuters Events	10/14/2024	\$ 1,199.00	Registration for MF to attend Synergy conference in Orlando, FL.
CITY ATTORNEY	Nieman Karla	lia Store	09/20/2024	\$ 53.05	Purchase of e-book for legal staff educational purposes.
CITY ATTORNEY	Nieman Karla	United	09/25/2024	\$ 478.60	Flight for City Attorney KMN to attend TML conference.
CITY ATTORNEY	Nieman Karla	United	10/09/2024	\$ (478.60)	Flight cancelation for KMN to attend to TML conference

**Mayor and Council
P-Card Transactions**

09/21/2024 - 10/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	09/20/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	09/23/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	09/26/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	09/30/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	09/30/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/01/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/08/2024	\$ 7.50	Fee for uploading documents to the AG Portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/14/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/14/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/14/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/15/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY MANAGER	Argumedo Angel	Southwes	10/01/2024	\$ 226.02	Flight for CFO to attend PFIA training in San Antonio.
CITY MANAGER	Argumedo Angel	Texas Municipal League	10/02/2024	\$ 225.00	Public Funds Investment Act training registration for CFO Cortinas
CITY MANAGER	Beard Jackie	Corner Bakery Cafe #1543	10/01/2024	\$ 140.00	Coffee and pastries for New Employee Orientation on 9/30/2024.
CITY MANAGER	Beard Jackie	Canva US Inc.	10/01/2024	\$ 119.99	Canva yearly subscription for Learning Team. Used to create weekly training broadcasts, monthly newsletters, job aids, infographics, etc.

**Mayor and Council
P-Card Transactions**

09/21/2024 - 10/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY MANAGER	Beard Jackie	Corner Bakery Cafe #1543	10/15/2024	\$ 140.00	Coffee and pastries for New Employee Orientation on 10/14/2024. Receipt and food and beverage report attached.
CITY MANAGER	Beard Jackie	Association For Talent	10/16/2024	\$ 300.00	ATD Best Awards Entry fee for Learning Team. Approved by Rosemary Crawford.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	09/20/2024	\$ 64.90	Captions and subtitles for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	09/24/2024	\$ 32.45	closed captions and subtitles for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Facebk *vc7ffcyuk2	09/24/2024	\$ 175.00	
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	09/26/2024	\$ 38.94	captions and subtitles for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	09/30/2024	\$ 12.98	
CITY MANAGER	Cruz-Acosta Laura	Facebk *al24hbluk2	10/01/2024	\$ 26.79	
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	10/03/2024	\$ 12.98	
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	10/04/2024	\$ 45.43	
CITY MANAGER	Cruz-Acosta Laura	Eig	10/07/2024	\$ 628.00	
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	10/07/2024	\$ 45.43	
CITY MANAGER	Cruz-Acosta Laura	Language Fig, Llc	10/07/2024	\$ 2,880.00	
CITY MANAGER	Esquivel Luz	Big Media	09/20/2024	\$ 212.38	Had poster boards made of the 4 City Manager Candidates for the greet and meet meetings.
CITY MANAGER	Esquivel Luz	Inmusic Brands Inc	09/21/2024	\$ 69.41	Had to purchase wheels for the podium CITY TV uses for the all the events that have speakers. The wheels on the podium have broken and it is hard to transport without the wheels.

**Mayor and Council
P-Card Transactions**

09/21/2024 - 10/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY MANAGER	Esquivel Luz	Tatoa	10/16/2024	\$ 660.00	Registration Fees for two City TV employees to attend the 28th Annual TATO A Conference
CITY MANAGER	Esquivel Luz	Southwes	10/18/2024	\$ 683.90	City TV staff to attend the 28th Annual TATO A Conference
CITY MANAGER	Esquivel Luz	Rev.Com	10/18/2024	\$ 38.94	Closed Captions
CITY MANAGER	Esquivel Luz	Zoom.Us 888-799-9666	10/19/2024	\$ 15.99	community outreach and media interviews
CITY MANAGER	Isaias Ricardo	Apple.Com/Bill	09/26/2024	\$ 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	Isaias Ricardo	Apple.Com/Bill	09/28/2024	\$ (21.64)	Requested a refund for the App because it was not what i needed for the videos we take for City TV.
CITY MANAGER	Isaias Ricardo	Delta Air	10/04/2024	\$ 35.00	Dublin, GA to observe, interview and record ESD employees competing against other solid waste service workers across the country on various types of heavy equipment used in their day-to-day positions.
DISTRICT 02	Carlos Diego	Sq *trail Life Usa Troop	10/03/2024	\$ 337.50	pumpkins for fall festival
DISTRICT 02	Carlos Diego	Fastsigns 12701	10/03/2024	\$ 88.00	District 2 banner for events
DISTRICT 02	Carlos Diego	Dollar-General #9187	10/03/2024	\$ 58.50	supplies for fall festival
DISTRICT 02	Carlos Diego	Pinata Party	10/04/2024	\$ 126.75	supplies and candy for fall festival
DISTRICT 02	Carlos Diego	Sq *weros Party Rentals	10/04/2024	\$ 171.51	Jumping balloon, chairs, and table for fall festival
DISTRICT 02	Carlos Diego	Wm Supercenter #1015	10/04/2024	\$ 74.86	Decorations and supplies for fall festival
DISTRICT 02	Carlos Diego	The Home Depot #0523	10/04/2024	\$ 81.08	Decorations for fall festival
DISTRICT 02	Carlos Diego	Dollar-General #9187	10/05/2024	\$ 8.85	Supplies for fall festival

**Mayor and Council
P-Card Transactions**

09/21/2024 - 10/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 02	Carlos Diego	Sq *off The Grill	10/07/2024	\$ 800.00	Catering for fall festival
DISTRICT 02	Carlos Diego	Sq *weros Party Rentals	10/10/2024	\$ 337.50	Jumping balloon, chairs, and table for fall festival
DISTRICT 02	Carlos Diego	Loco Novelties Inc	10/11/2024	\$ 38.75	Balloons for fall festival
DISTRICT 02	Carlos Diego	Sq *trail Life Usa Troop	10/12/2024	\$ 207.00	Pumpkins for fall festival
DISTRICT 02	Carlos Diego	Regency Printing Inc	10/17/2024	\$ 136.00	Business cards
DISTRICT 02	Suira Luis	Mailchimp	10/04/2024	\$ 26.50	Service for constituent communication.
DISTRICT 02	Suira Luis	Zoom.Us 888-799-9666	10/06/2024	\$ 15.99	Office teleconferencing.
DISTRICT 02	Suira Luis	Canva* I04303-45245736	10/13/2024	\$ 14.99	
DISTRICT 03	Hernandez Cassandra	Amzn Mktp Us	09/25/2024	\$ 67.99	Chocolates for the Halloween Carnival at the Album Park- Parks and Rec Dep, Public Library, Animal Services, and Fire Department
DISTRICT 03	Hernandez Cassandra	Amazon MktpI	09/25/2024	\$ 15.49	The backpack will protect City property, the laptop issue to the Legislative Aide.
DISTRICT 03	Hernandez Cassandra	Amzn Mktp Us	09/26/2024	\$ 115.65	Halloween Carnival - collaborate with Parks and Rec, Public Library, Fire Dep, and Animal Services. The second page of the document is the receipt for this purchase
DISTRICT 03	Hernandez Cassandra	Amazon MktpI	09/26/2024	\$ 45.08	A laptop bag to protect city property, the laptop issue to City Representative Hernandez
DISTRICT 03	Hernandez Cassandra	Amzn Mktp Us	09/27/2024	\$ 24.99	Charger for one of the city laptops provided by the city- continue serving the community outside of the city hall
DISTRICT 03	Hernandez Cassandra	Amazon MktpI	09/28/2024	\$ 609.71	Candies/chocolates/glow sticks are needed for the Halloween Trunk or Treat Carnival to host along with Parks and Recreation Department on Oct 31 at the Eastwood (Album) Park
DISTRICT 03	Hernandez Cassandra	Zoom.Us 888-799-9666	09/29/2024	\$ 15.99	Monthly charge for video conference service for D3 virtual meetings.

**Mayor and Council
P-Card Transactions**

09/21/2024 - 10/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 03	Hernandez Cassandra	Gannett Media Co	10/02/2024	\$ 15.98	Monthly charge for digital newspaper subscription for D3 office.
DISTRICT 03	Hernandez Cassandra	Amazon Mktp	10/03/2024	\$ 28.97	The Office of District 3 welcomed a new intern who is part of the Ability Fellows program, she requested a bigger keyboard- ADA
DISTRICT 03	Hernandez Cassandra	Eig	10/05/2024	\$ 56.00	Monthly charge for email distribution service for D3 office newsletter.
DISTRICT 03	Hernandez Cassandra	Walmart.Com	10/07/2024	\$ 350.90	The items (food & beverage) are offered the students who recite the pledge of allegiance during city council meetings and to those who office or host meeting related to District 3
DISTRICT 03	Hernandez Cassandra	Dollartree	10/11/2024	\$ 39.75	Items to utilized at the Halloween Trunk or Treat Carnival at Eastwood (Album) Park in Oct 30.
DISTRICT 03	Hernandez Cassandra	Dollar Tree	10/11/2024	\$ 13.75	Items to utilize at the Halloween Trunk or Treat Carnival at Eastwood 9Album) Park Oct 30
DISTRICT 03	Hernandez Cassandra	Wm Supercenter #3763	10/14/2024	\$ 9.57	Paint to decorate items for the Halloween Trunk r Treat Carnival at Album Park Oct 30 3-7 pm
DISTRICT 03	Hernandez Cassandra	Canva* I04304-56370573	10/14/2024	\$ 12.99	Monthly charge for graphic design making service for D3 office.
DISTRICT 03	Hernandez Cassandra	Sarabias Portable Jons	10/17/2024	\$ 125.00	Parks and Recreation Department requested ADA porta potty for the Halloween Trunk or Treat Carnival Oct 30 at Album Park low-sensory section 3-4 pm
DISTRICT 03	Hernandez Cassandra	Wal-Mart #2201	10/19/2024	\$ 29.92	The Office of District 3 participated in Zumba for Zombies with CDIC to support people with disabilities.
DISTRICT 04	Molinar Joe	Hilton Hotel Americas	10/11/2024	\$ 1,230.84	Represent the City of El Paso at the Texas Municipal League 112th Annual Conference in Houston, Texas.
DISTRICT 04	Ruiz-Alba Stephanie	Hilton Hotel Americas	10/11/2024	\$ 923.13	Represent the City of El Paso at the Texas Municipal League 112th Annual Conference in Houston, Texas.
DISTRICT 05	Nino Ivan	Canva* I04280-73831798	09/20/2024	\$ 12.95	Canva monthly subscription for monthly office graphics and out reach
DISTRICT 05	Nino Ivan	Mailchimp	10/06/2024	\$ 13.00	Monthly subscription for community newsletter.
DISTRICT 05	Nino Ivan	Zoom.Us 888-799-9666	10/09/2024	\$ 15.99	Zoom monthly subscription for online virtual meetings/outreach.

**Mayor and Council
P-Card Transactions**

09/21/2024 - 10/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 05	Nino Ivan	Canva* I04310-50962679	10/20/2024	\$ 12.95	Canva monthly subscription for monthly office graphics and outreach.
DISTRICT 06	Fierro Art	Adobe *adobe	09/20/2024	\$ 259.67	Yearly account of Adobe Account for District 6
DISTRICT 06	Fierro Art	Adobe *adobe	10/08/2024	\$ (19.79)	Taxes refund for yearly subscription to Adobe Acrobat
DISTRICT 06	Maldonado Mariaelena	El Paso Times	09/24/2024	\$ 19.99	Newspaper Subscription for District 6
DISTRICT 07	Jimenez Camilo	Sams Club#6502	09/27/2024	\$ 78.65	Cupcakes for the senior members of Pavo real Senior Center's monthly birthday bash
DISTRICT 07	Jimenez Camilo	Costco Whse #0768	09/27/2024	\$ 199.99	Storage Rack for the Pavo Real Senior Center top utilize for their needs.
DISTRICT 07	Jimenez Camilo	Southwes	10/01/2024	\$ 729.96	Flight to Houston for Rep Rivera's Annual Trip to TML 10/9/2024-10/11/2024
DISTRICT 07	Jimenez Camilo	Eig	10/01/2024	\$ 98.00	Newsletter Service in order for Rep Rivera to mass communicate with his constituency.
DISTRICT 07	Jimenez Camilo	Hyatt Reg Houston Dwntr	10/10/2024	\$ 366.29	.
DISTRICT 07	Jimenez Camilo	Hyatt Reg Houston Dwntr	10/10/2024	\$ 297.48	.
DISTRICT 07	Jimenez Camilo	Hyatt Place-Downtown	10/11/2024	\$ 569.06	.
DISTRICT 07	Jimenez Camilo	Sams Club#6502	10/17/2024	\$ 159.84	Refreshments and finger foods for the Community Meeting held of 10/17/2024 at the Cotton Patch Room at the MSC 7968 San Paulo at 6 PM
DISTRICT 08	Abbas Tatiana	Piedmont Cafe	10/10/2024	\$ 26.45	District 8 Community Meeting coffee for guests to encourage community to participate and engage in their local government outreach.
DISTRICT 08	Abbas Tatiana	Mexican Specialty Product	10/18/2024	\$ 14.97	Movies at the Park Series in District 8 for FY 25. Popcorn
DISTRICT 08	Abbas Tatiana	Mexican Specialty Product	10/18/2024	\$ 53.19	Movies at the Park Series in District 8 for FY 25. Flour chicharrones, candy, and water.

**Mayor and Council
P-Card Transactions**

09/21/2024 - 10/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 08	Canales Jorge	Sqsp* Inv152022508	10/02/2024	\$ 7.20	Office newsletter subscription to reach District 8 subscribers.
DISTRICT 08	Canales Jorge	Gannett Media Co	10/10/2024	\$ 47.97	Office El Paso Times online newspaper yearly subscription.
MAYORS OFFICE	Mendoza Irma	Water Coffee Delivery	09/26/2024	\$ 73.57	Bottled water and cc surcharge.
MAYORS OFFICE	Mendoza Irma	Water Coffee Delivery	09/26/2024	\$ 10.80	Amount is for water dispenser rental fee and cc surcharge.
MAYORS OFFICE	Mendoza Irma	Water Coffee Delivery	10/10/2024	\$ 60.71	Bottled water and cc surcharge.

CITY COUNCIL SPECIAL PROJECTS OR DISCRETIONARY FUNDS EXPENDITURES

OCTOBER 2024

DISTRICT	VENDOR	DATE	AMOUNT	DESCRIPTION
District 2	JESUS MIGUEL DE AVILA	9/11/2024	\$ 950.00	Carnaval Games 10/5/24
District 3	Innovative INK EP LP	10/3/2024	\$ 28.00	Round stickers for 100 medals
District 4	Stephanie Ruiz-Alba	10/22/2024	\$ 1.96	Reimburse Uber- TML Houston
District 6	Mariaelena Maldonado	10/14/2024	\$ 1,133.18	Hotel Reimburse - TX Tribune