

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

**AGENDA DATE:** September 26, 2023

**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, the P-Card Transactions for the period of July 21 – August 20, 2023 for Mayor, City Council Representative and staff.

**BACKGROUND / DISCUSSION:**

Per FY 2024 Budget Resolution All PCard transactions will be posted monthly to the City Council Agenda for notation and to the City's website to include the City Council member and their 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?**  YES  NO

**PRIMARY DEPARTMENT:** Planning & Inspections, Planning Division

City Manager's Office - Office of Management and Budget

**SECONDARY DEPARTMENT:** All City

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**



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

**Mayor and Council  
P-Card Transactions**

07/21/23 - 08/20/23

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
DISTRICT 01	Saucedo Lizette	Wal-Mart #1015	7/27/23	\$ 30.36	Saucedo Lizette-1000--101-10000--
DISTRICT 02	Annelo Aleksandra	Uber Trip	8/10/23	\$ 15.44	Annelo Aleksandra-Uber ride for approved travel request.
DISTRICT 02	Annelo Aleksandra	Lyft *1 Ride 08-09	8/10/23	\$ 27.72	Annelo Aleksandra-Lyft ride for approved travel request.
DISTRICT 02	Annelo Aleksandra	Lyft *2 Rides 08-12	8/14/23	\$ 32.65	Annelo Aleksandra-Lyft ride for approved travel request. Lyft grouped two rides in to one transaction.
DISTRICT 02	Annelo Aleksandra	Lyft *increase Tip	8/16/23	\$ 5.00	Annelo Aleksandra-Tip for Lyft ride for approved travel request.
DISTRICT 02	Ibarra Matthew	Samsclub #6246	7/21/23	\$ 496.04	Ibarra Matthew-Candy, drinks, plasticware, and other District 2 summer event supplies.
DISTRICT 02	Ibarra Matthew	Wm Supercenter #5947	7/21/23	\$ 14.55	Ibarra Matthew-Clear plastic bags for District 2 summer event.
DISTRICT 02	Ibarra Matthew	Southwes	8/3/23	\$ 133.00	Ibarra Matthew-Flight adjustment price for approved travel request.
DISTRICT 02	Ibarra Matthew	Mailchimp	8/4/23	\$ 26.50	Ibarra Matthew-Fee for electronic newsletter service.
DISTRICT 02	Ibarra Matthew	Hilton Advpurch8002367113	8/8/23	\$ (1,102.62)	Ibarra Matthew-Refund for hotel reservation for approved travel request.
DISTRICT 02	Ibarra Matthew	Southwes	8/9/23	\$ 454.95	Ibarra Matthew-Flight for approved travel request.
DISTRICT 02	Ibarra Matthew	Canva* 03880-71799845	8/18/23	\$ 12.95	Ibarra Matthew-Graphic design software used to design fliers and graphics for constituent outreach in social media and newsletters.
DISTRICT 02	Santillan Aimee	Wal-Mart #4366	7/21/23	\$ 299.82	Santillan Aimee-Tents for Seville Summer Fest.
DISTRICT 02	Santillan Aimee	Albertsons #3999	7/21/23	\$ 54.99	Santillan Aimee-Cake for Memorial Senior Center Father's Day event.
DISTRICT 02	Santillan Aimee	Little Caesars 308	7/21/23	\$ 584.10	Santillan Aimee-Pizza for Seville Summer Fest.
DISTRICT 02	Santillan Aimee	Swank Motion Pictures In	8/1/23	\$ 480.00	Santillan Aimee-Movie license for D2 movies at the park.
DISTRICT 02	Santillan Aimee	B & H Wholesale	8/4/23	\$ 54.77	Santillan Aimee-Popcorn for D2 movies at the park.
DISTRICT 02	Santillan Aimee	Franks Supply Company	8/7/23	\$ 63.65	Santillan Aimee-Generator rental for D2 movies at the park.
DISTRICT 02	Santillan Aimee	Dollar General #19328	8/16/23	\$ 23.75	Santillan Aimee-Water and snack for D2 community meeting.
DISTRICT 03	Hernandez Cassandra	Amzn Mktp Us	7/28/23	\$ 159.96	Hernandez Cassandra-Dolly handcars for D3 Movies in the Park event series. Expense paid with funds donated to D3 for event and acceptance approved by City Council
DISTRICT 03	Hernandez Cassandra	Zoom.us 888-799-9666	7/29/23	\$ 15.99	Hernandez Cassandra-Monthly charge for video conference service for D3 virtual meetings.
DISTRICT 03	Hernandez Cassandra	Amzn Mktp Us	7/31/23	\$ 146.08	Hernandez Cassandra-Tripods and banner stand for D3 Movies in the Park event series in August and September. Expense paid with funds donated to D3 for event and acceptance approved by City Council.
DISTRICT 03	Hernandez Cassandra	Eig	8/5/23	\$ 52.00	Hernandez Cassandra-Monthly charge for email distribution service for D3 office newsletter.
DISTRICT 03	Hernandez Cassandra	Canva* I03877-40662105	8/14/23	\$ 12.99	Hernandez Cassandra-Monthly charge for graphic design making service for D3 office.
DISTRICT 03	Hernandez Cassandra	Amzn Mktp Us	8/16/23	\$ 59.70	Hernandez Cassandra-Tripod weight bags so stands don't fall over for D3 Movies in the Park series in Aug and Sept. Expense paid with funds donated to D3 for event and acceptance approved by City Council.
DISTRICT 03	Hernandez Cassandra	Amzn Mktp Us	8/17/23	\$ 26.75	Hernandez Cassandra-Supplies for D3 Movies in the Park series (tape and lights) . Expense paid with funds donated to D3 for event and acceptance approved by City Council.
DISTRICT 03	Olivares Bettina	Wal-Mart #2201	7/25/23	\$ 10.72	Olivares Bettina-Water for the Rosedale NA meeting in D3 on 7/25
DISTRICT 03	Olivares Bettina	Swank Motion Pictures In	7/25/23	\$ 960.00	Olivares Bettina-Movie licenses for the movies to be shown at the 8/24 and 9/23 D3 Movies in the Park events. Expense paid with funds donated to D3 for event and acceptance approved by City Council
DISTRICT 03	Olivares Bettina	Wm Supercenter #2201	7/25/23	\$ 45.88	Olivares Bettina-3 DVDs for the movies being shown at the 3 Movies in the Park events D3 is hosting in Aug and Sept. Expense paid with funds donated to D3 for event and acceptance approved by City Council.
DISTRICT 03	Olivares Bettina	Samsclub.Com	8/2/23	\$ 32.43	Olivares Bettina-Paper popcorn bags for D3 Movies in the Park event on 8.10.23 at Eastwood Park in D3. Expense paid with funds donated to D3 for event and acceptance approved by City Council.
DISTRICT 03	Olivares Bettina	Sign Bros	8/2/23	\$ 120.00	Olivares Bettina-Backdrop for picture station for D3 Movies in the Park event on 8.10.23 at Eastwood Park in D3. Expenses paid with funds donated to D3 for event and acceptance approved by city council
DISTRICT 03	Olivares Bettina	Sarabias Portable Jons	8/8/23	\$ 125.00	Olivares Bettina-ADA accessible porta potty for D3 Movies in the Park event on 8.10.23 at Eastwood Park in D3. Expense paid with funds donated to D3 for event and acceptance approved by City Council.
DISTRICT 03	Olivares Bettina	Herc Rentals	8/10/23	\$ 363.00	Olivares Bettina-Light tower and generator for D3 Movies in the Park event on 8.10.23 at Eastwood Park in D3. Expense paid with funds donated to D3 for event and acceptance approved by City Council
DISTRICT 03	Olivares Bettina	Samsclub.Com	8/10/23	\$ 78.44	Olivares Bettina-Water bottles for D3 Movies in the Park event on 8.10 at Eastwood park. Expense paid with funds donated to D3 for event and acceptance approved by City Council.
DISTRICT 03	Olivares Bettina	Subway 26693	8/10/23	\$ 142.76	Olivares Bettina-Food for volunteers of D3 Movies in the Park event on 8.10.23 at Eastwood Park in D3. Expense paid with funds donated to D3 for event and acceptance approved by City Council.

**Mayor and Council  
P-Card Transactions**

07/21/23 - 08/20/23

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
DISTRICT 04	Molinar Joe	National Car Rental	7/22/23	\$ 175.94	Molinar Joe-On July 2023, Representative Molinar rented a car to travel from El Paso, Texas to Odessa, Texas for the TML event.
DISTRICT 04	Molinar Joe	National Car Rental	7/24/23	\$ (29.02)	Molinar Joe-On July 2023, Representative Molinar rented a car to travel from El Paso, Texas to Odessa, Texas for the TML event. The \$29.02 tax charge was refunded to the card.
DISTRICT 04	Molinar Joe	National Car Rental	8/12/23	\$ 55.07	Molinar Joe-On July 2023, Representative Molinar rented a car to travel from El Paso, Texas to Odessa, Texas for the TML event. National made a mistake on the charge of \$55.07 (card got refunded on 8/21/2023).
DISTRICT 04	Ruiz-Alba Stephanie	Michaels Stores 8377	7/25/23	\$ 63.45	Ruiz-Alba Stephanie-Purchase of frames, for certificates and proclamations, presented at city council meetings and events.
DISTRICT 05	Nino Ivan	El Paso Ch* Inv-305	7/24/23	\$ (20.00)	Nino Ivan-REFUND FROM LAST MONTH DUE TO DOUBLE CHARGE BY MERCHANT.
DISTRICT 05	Nino Ivan	Dropbox D1p1vrn3xbg2	7/31/23	\$ 21.31	Nino Ivan-1000--101-10040---
DISTRICT 05	Nino Ivan	Mailchimp	8/6/23	\$ 13.86	Nino Ivan-Newsletter subscription service for community outreach.
DISTRICT 05	Nino Ivan	Zoom.Us 888-799-9666	8/9/23	\$ 15.99	Nino Ivan-Zoom online meeting platform.
DISTRICT 06	Maldonado Mariaelena	Office Depot #223	7/25/23	\$ 71.95	Maldonado Mariaelena-Office Supplies
DISTRICT 06	Maldonado Mariaelena	Wm Supercenter #1015	8/1/23	\$ 99.76	Maldonado Mariaelena-Utility wagons (2) for office
DISTRICT 06	Maldonado Mariaelena	Dumpster Rental Dogs	8/16/23	\$ 400.00	Maldonado Mariaelena-Port-a-potty (2) rental for movies at the park.
DISTRICT 07	Jimenez Camilo	Texano Restaurant	8/9/23	\$ 103.00	Jimenez Camilo-Flautas for Representative Rivera's Community Meeting held on 08/09/2023 at the Cotton Patch Room 7968 San Paulo at 6 PM. Special Guest Speaker was Cary Westin.
DISTRICT 07	Jimenez Camilo	Samsclub #8280	8/9/23	\$ 16.34	Jimenez Camilo-Bags of ice for the waters served to the Community for the Representative Rivera's Community Meeting held on 08/09/2023 at the Cotton Patch Room at 7968 San Paulo El Paso TX Guest Speaker, Cary Westin
DISTRICT 07	Jimenez Camilo	Sams Club #8280	8/9/23	\$ 91.17	Jimenez Camilo-Supplies & refreshments for Representative Henry Rivera's Community Meeting held on 08/09/2023 at the Cotton Patch Room 7968 San Paulo E Paso TX at 6 PM. The guest speaker was ICM Cary Westin.
DISTRICT 07	Rivera Henry	Sams Club#6502	7/27/23	\$ 111.86	Rivera Henry-Cupcakes for seniors at the Pavo Real Senior Center once a moth for birthdays. Tis month was 07/28/2023
DISTRICT 07	Rivera Henry	Eig	8/1/23	\$ 120.00	Rivera Henry-Newsletter Monthly subscription for communication with residents and constituents.
DISTRICT 08	Rodriguez Alma	El Paso Times	8/15/23	\$ 1.05	Rodriguez Alma-Office El Paso Times Newspaper Subscription
MAYORS OFFICE	Mendoza Irma	Sq *meza Trophies & Plaqu	7/25/23	\$ 87.16	Mendoza Irma-Star on the Mountain Award was ordered for Group 1 Automotive Subaru El Paso & Barbara Armendariz which a was presented to them by Mayor Leeser on June 21, 2023 at their ribbon cutting ceremony.
MAYORS OFFICE	Mendoza Irma	Sq *meza Trophies & Plaqu	8/7/23	\$ 147.44	Mendoza Irma-Ordered a Key to the City for Jeffrey R. Downey Special Agent in Charge FBI El Paso Field Office which was presented to Mr. Downey by Mayor Leeser on August 7, 2023.
MAYORS OFFICE	Mendoza Irma	Office Depot #5101	8/11/23	\$ 126.58	Mendoza Irma-Purchase is for toner and manila folder jackets.
MAYORS OFFICE	Mendoza Irma	Primo Water	8/12/23	\$ 94.14	Mendoza Irma-Bottled water for the office and visitors.