

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

AGENDA DATE: December 17, 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 October 21, 2024 – November 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? 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**

10/23/2024 - 11/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/21/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Garcia Sandra	Notary Public Underwrite	10/22/2024	\$ 116.95	Notary Public Renewal for paralegal SR in order to be able to comply with legal requirements for matters and documents received by the office.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/22/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/22/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/23/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/24/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/24/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/24/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/25/2024	\$ 7.50	Fee for uploading documents to AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/29/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/31/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	11/1/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	11/5/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	11/6/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	11/6/2024	\$ 7.50	Fee for uploading documents to the AG portal.

**Mayor and Council
P-Card Transactions**

10/23/2024 - 11/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	11/7/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	11/12/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Garcia Sandra	Gaylord Palms Rsrt Cc	11/13/2024	\$ 648.08	Hotel stay for MF to attend the SYnergy conference in Orlando, FL.
CITY ATTORNEY	Garcia Sandra	Gaylord Palms Rsrt Cc	11/13/2024	\$ 648.08	Hotel stay for CC to attend the SYnergy conference in Orlando, FL.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	11/14/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	11/15/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	11/18/2024	\$ 7.50	Fee for downloading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	11/19/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	11/19/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY MANAGER	Beard Jackie	Office Depot #498	10/22/2024	\$ 83.94	Legal size cardstock to print items for Leadership Challenge 2024 at the Zoo. Approved by Rosemary Crawford. Receipt attached.
CITY MANAGER	Sepulveda Denice	Target 00022160	10/22/2024	\$ 151.90	Supplies for zoo leadership event
CITY MANAGER	Esquivel Luz	Rev.Com	10/23/2024	\$ 12.98	Closed captions
CITY MANAGER	Esquivel Luz	Rev.Com	10/25/2024	\$ 45.43	Closed Captions
CITY MANAGER	Cruz-Acosta Laura	Facebk *rnz2fdcuk2	10/27/2024	\$ 175.00	Social media educational campaign for the MPC ballot measure.
CITY MANAGER	Isaias Ricardo	Apple.Com/Bill	10/27/2024	\$ 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.

**Mayor and Council
P-Card Transactions**

10/23/2024 - 11/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY MANAGER	Martinez Omar	Marriott S Antonio Rvr	10/28/2024	\$ 1,400.00	Approved San Antonio trip Martinez October 2024
CITY MANAGER	Beard Jackie	Corner Bakery Cafe #1543	10/29/2024	\$ 140.00	Coffee and pastries for New Employee Orientation on 10/28/2024.
CITY MANAGER	Esquivel Luz	Rev.Com	10/30/2024	\$ 32.45	Closed captions
CITY MANAGER	Martinez Omar	Marriott S Antonio Rvr	10/30/2024	\$ 1,467.31	Approved San Antonio trip Voglewede October 2024
CITY MANAGER	Cruz-Acosta Laura	Facebk *4lapqdcuk2	11/1/2024	\$ 174.42	Social media educational campaign for the MPC Ballot Measure.
CITY MANAGER	Esquivel Luz	Rev.Com	11/1/2024	\$ 110.33	Closed Captions
CITY MANAGER	Esquivel Luz	Rev.Com	11/1/2024	\$ 45.43	Closed captions
CITY MANAGER	Argumedo Angel	Canva* I04323-42039963	11/2/2024	\$ 149.90	Canva for legislative and strategic affairs. Tax of 9.27 was charge but later reimbursed.
CITY MANAGER	Beard Jackie	Ssa El Paso Zoo	11/4/2024	\$ 1,853.75	Pastries, coffee, and infused water for the Leadership Challenge at the Zoo 2024. Approved food & beverage report and invoice attached, as well as receipt. Approved by Rosemary Crawford.
CITY MANAGER	Esquivel Luz	Rev.Com	11/4/2024	\$ 19.47	Closed captions
CITY MANAGER	Esquivel Luz	Rev.Com	11/6/2024	\$ 58.41	closed captions
CITY MANAGER	Monsivais Rosa Maria	Tlf*angies Flowers	11/6/2024	\$ 82.90	Purchased flowers for famiy of deceased city employee-Ricardo Castaneda SaM employee
CITY MANAGER	Cruz-Acosta Laura	Eig	11/7/2024	\$ 628.00	E-newsletter program for Communication and Outreach purposes to distribute City TV information and other City information to residents.
CITY MANAGER	Esquivel Luz	Austin Marriott Downto	11/7/2024	\$ 703.34	City TV employees to attend the Texas Association of Telecommunications Officers and Advisors 2024 conference in Austin, TX.
CITY MANAGER	Esquivel Luz	Zoom.us 888-799-9666	11/11/2024	\$ 15.99	Community Outreach and Media interviews

**Mayor and Council
P-Card Transactions**

10/23/2024 - 11/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY MANAGER	Palacios Soraya Ayub	Hobby-Lobby #0098	11/12/2024	\$ 388.36	Purchase items for City of El Paso Holiday Employee Holiday Luncheon
CITY MANAGER	Palacios Soraya Ayub	Hobby-Lobby #0098	11/12/2024	\$ 210.67	Purchase items for City of El Paso Holiday Employee Holiday Luncheon
CITY MANAGER	Argumedo Angel	Canva* I04323-42039963	11/13/2024	\$ (9.27)	Tax refund for canva.
CITY MANAGER	Beard Jackie	Corner Bakery Cafe #1543	11/14/2024	\$ 140.00	Coffee and pastries for New Employee Orientation on 11/13/2024.
CITY MANAGER	Esquivel Luz	Sq *the Photo Station & M	11/14/2024	\$ 2,000.00	Holiday Luncheon photo booth for City of El Paso employees.
CITY MANAGER	Palacios Soraya Ayub	Hobby Lobby #722	11/14/2024	\$ 320.90	Purchase items for City of El Paso Holiday Employee Holiday Luncheon
CITY MANAGER	Palacios Soraya Ayub	Loco Novelties Inc	11/14/2024	\$ 37.70	Supplies for DPH event giveaways
CITY MANAGER	Esquivel Luz	Rev.Com	11/15/2024	\$ 45.43	
CITY MANAGER	Palacios Soraya Ayub	Hobby Lobby #722	11/16/2024	\$ 13.98	Purchase items for City of El Paso Holiday Employee Holiday Luncheon
CITY MANAGER	Palacios Soraya Ayub	Hobby Lobby #722	11/16/2024	\$ 157.50	Purchase items for City of El Paso Holiday Employee Luncheon
CITY MANAGER	Esquivel Luz	Best Buy 00008292	11/18/2024	\$ 284.85	
CITY MANAGER	Palacios Soraya Ayub	Mexican Specialty Product	11/18/2024	\$ 42.80	Supplies for DPH event giveaways
DISTRICT 02	Carlos Diego	Sq *off The Grill	10/22/2024	\$ 800.00	Catering for Fall Fest Event
DISTRICT 02	Carlos Diego	Wm Supercenter #5947	10/25/2024	\$ 74.80	Candy for D2 Halloween event
DISTRICT 03	Hernandez Cassandra	Walmart.Com	10/21/2024	\$ 33.40	The items were utilized to provide a brunch to the students of IDEA that recite the Pledge of Allegiance during City Council meeting.

**Mayor and Council
P-Card Transactions**

10/23/2024 - 11/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 03	Hernandez Cassandra	Samsclub.Com	10/23/2024	\$ 1,960.39	The candies/chocolates were purchased with EP Disposal donation for the Halloween Carnival and the refreshments were for the Rosedale NA meeting as requested.
DISTRICT 03	Hernandez Cassandra	Samsclub.Com	10/23/2024	\$ 37.90	The candies/chocolates were purchased with EP Disposal donation for the Halloween Carnival and the refreshments were for the Rosedale NA meeting as requested.
DISTRICT 03	Hernandez Cassandra	Corralitos Steak House	10/25/2024	\$ 721.00	Working luncheon with the neighborhood association to discuss issues and concerns in District 3
DISTRICT 03	Hernandez Cassandra	Hobby Lobby #722	10/29/2024	\$ 78.30	Decorations for the Neighborhood Association working dinner
DISTRICT 03	Hernandez Cassandra	Zoom.U.s 888-799-9666	10/29/2024	\$ 15.99	Zoom is utilized to meet and discuss District 3 issues and concerns with organizations, state and federal agencies.
DISTRICT 03	Hernandez Cassandra	Herc Rentals	10/30/2024	\$ 179.00	Generator and light pole for the Halloween Trunk or Treat Carnival - low sensory
DISTRICT 03	Hernandez Cassandra	Sq *luna Joy Creations	10/30/2024	\$ 399.80	Plaques to acknowledge the hard work and dedication the Neighborhood Association invest to improve the community
DISTRICT 03	Hernandez Cassandra	Samsclub.Com	10/31/2024	\$ 161.82	Refreshments for the Movies in the Park and Fall Festival at Ralph Cloud Park
DISTRICT 03	Hernandez Cassandra	Sarabias Portable Jons	11/1/2024	\$ 125.00	ADA porta potties for the Movies in the Park & Fall Festival at Ralph Cloud Ralph
DISTRICT 03	Hernandez Cassandra	Sq *luna Joy Creations	11/2/2024	\$ 19.99	Parks and Recreation Department and District 3 celebrated the 100th birthday of Andres Saldana who visits Eastside Senior Center often.
DISTRICT 03	Hernandez Cassandra	Gannett Media Co	11/2/2024	\$ 15.98	El Paso Times, to stay informed in the information is disseminated in our region.
DISTRICT 03	Hernandez Cassandra	Sq *la Mina Grill	11/2/2024	\$ 90.00	The popcorn for Movies in the Park/Fall Festival at Ralph T. Cloud Park on November 15 from 4-8 pm
DISTRICT 03	Hernandez Cassandra	Albertsons #1936	11/4/2024	\$ 29.98	Juice to celebrate the 100th birthday of Andres Saldana, a senior at Eastside Senior Center in November 20
DISTRICT 03	Hernandez Cassandra	Walmart.Com 8009256278	11/4/2024	\$ 35.82	Juice to celebrate Andres Saldana's 100th Birthday at the Eastside Senior Center
DISTRICT 03	Hernandez Cassandra	Eig	11/5/2024	\$ 56.00	Constant Contact utilized to keep the constituent informed regarding old, current, and future projects by sending newsletters and invitations to community meetings and events.

**Mayor and Council
P-Card Transactions**

10/23/2024 - 11/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 03	Hernandez Cassandra	Samsclub.Com	11/10/2024	\$ 63.92	Cupcakes for the Jessie Moreno Senior Center to celebrate the Veterans Day
DISTRICT 03	Hernandez Cassandra	Canva* I04335-59927252	11/17/2024	\$ 12.99	The canva is used to create flyers, graphics, brochures, and more to promote the current and future projects from the Office of District 3.
DISTRICT 05	Nino Ivan	The Economist	11/2/2024	\$ 109.08	Subscription for The Economist per Rep. Salcido's request. Tax refund has been processed error by vendor.
DISTRICT 05	Nino Ivan	Mailchimp	11/6/2024	\$ 13.00	Monthly mailchimp subscription for office newsletter.
DISTRICT 05	Nino Ivan	Zoom.U.s 888-799-9666	11/9/2024	\$ 15.99	Zoom subscription for online meetings / outreach.
DISTRICT 05	Nino Ivan	The Economist	11/13/2024	\$ (8.08)	Refund for the economist subscription tax.
DISTRICT 06	Maldonado Mariaelena	El Paso Times	10/24/2024	\$ 19.99	Newspaper Subscription for office
DISTRICT 07	Jimenez Camilo	Hyatt Reg Houston Dwntr	10/22/2024	\$ (58.49)	No call no show fee charged by hotel by mistake. Refund receipt attached
DISTRICT 07	Jimenez Camilo	Hyatt Reg Houston Dwntr	10/22/2024	\$ (307.80)	No call no show fee charged by hotel by mistake. Refund receipt attached
DISTRICT 07	Jimenez Camilo	Hyatt Reg Houston Dwntr	10/22/2024	\$ 366.29	No call, no show fee charged by hotel, refund receipt attached.
DISTRICT 07	Jimenez Camilo	Hyatt Reg Houston Dwntr	10/24/2024	\$ (366.29)	
DISTRICT 07	Jimenez Camilo	Hyatt Reg Houston Dwntr	10/24/2024	\$ (297.48)	
DISTRICT 07	Jimenez Camilo	Sams Club #6502	10/24/2024	\$ 111.86	
DISTRICT 07	Jimenez Camilo	Swank Motion Pictures In	10/31/2024	\$ 580.00	
DISTRICT 07	Jimenez Camilo	Sams Club #6502	10/31/2024	\$ 65.32	

**Mayor and Council
P-Card Transactions**

10/23/2024 - 11/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 07	Jimenez Camilo	Eig	11/1/2024	\$ 98.00	.
DISTRICT 08	Rodriguez Alma	Midtown Spirits (Cd)	10/30/2024	\$ 39.93	District 8 Community Meeting coffee for guests to encourage community to participate and engage in their local government outreach.
DISTRICT 08	Rodriguez Alma	Wm Supercenter #1015	10/31/2024	\$ 131.10	Refreshments and candy for office reception.
DISTRICT 08	Rodriguez Alma	Wm Supercenter #1015	10/31/2024	\$ 13.97	Wall charger for office electronics.
DISTRICT 08	Canales Jorge	Sqsp* Inv156014406	11/2/2024	\$ 7.20	Office newsletter subscription to reach District 8 subscribers.
MAYORS OFFICE	Mendoza Irma	Big Media	10/23/2024	\$ 96.79	Charge is for 150 pledge of allegiance certificates.
MAYORS OFFICE	Mendoza Irma	Sq *meza Trophies & Plaqu	10/23/2024	\$ 90.60	Charge is for the Mayor's Distinguished award plaque that was presented to Dr. Louis Alpern at the City Council meeting of October 22, 2024 by Mayor Oscar Leeser.
MAYORS OFFICE	Mendoza Irma	Water Coffee Delivery	10/23/2024	\$ 92.09	Amount is for bottled water and cc surcharge.
MAYORS OFFICE	Mendoza Irma	Water Coffee Delivery	11/2/2024	\$ 10.80	Charge is water dispenser rental and cc surcharge.
MAYORS OFFICE	Mendoza Irma	Water Coffee Delivery	11/7/2024	\$ 64.31	Charge is for bottled water and cc surcharge.
MAYORS OFFICE	Mendoza Irma	Sq *meza Trophies & Plaqu	11/13/2024	\$ 147.44	Charge is for the Key to the City plaque presented to Lic. Cruz Perez Cuellar, Presidente Municipal on October 30, 2024 by Mayor Oscar Leeser.
MAYORS OFFICE	Mendoza Irma	Sq *meza Trophies & Plaqu	11/13/2024	\$ 147.44	Charge is for the Key to the City plaque presented to basketball player Kayla Thornton on November 10, 2024 by Mayor Oscar Leeser.
MAYORS OFFICE	Mendoza Irma	Sq *meza Trophies & Plaqu	11/13/2024	\$ 90.60	Charge is for the Mayor's Distinguished Award plaque that was presented to Mauricio Ibarra Ponce de Leon, at the City Council meeting of November 12, 2024 by Mayor Oscar Leeser.

CITY COUNCIL SPECIAL PROJECTS OR DISCRETIONARY FUNDS EXPENDITURES

NOVEMBER 2024

DISTRICT	VENDOR	DATE	AMOUNT	DESCRIPTION
District 8	JORGE EDUARDO CISNEROS	10/18/2024	\$ 425.00	AP Expense