

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



DEPARTMENT: City Manager's Office

AGENDA DATE: 5/28/25

PUBLIC HEARING DATE:

CONTACT PERSON NAME: Bonnie Cordova

PHONE NUMBER: (915)212-1092

2nd CONTACT PERSON NAME:

PHONE NUMBER:

DISTRICT(S) AFFECTED: All Districts

STRATEGIC GOAL:

6. Set the Standard for Sound Governance and Fiscal Management

SUBGOAL:

SUBJECT:

For notation only, Special Projects, Discretionary fund expenditures, and P-Card Transactions for the period of March 21, 2025 – April 20, 2025 for Mayor, City Council Representatives, City Attorney's Office, City Manager's Office and staff.

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.

N/A

N/A

N/A

N/A

NAME	AMOUNT (\$)

DEPARTMENT HEAD: Bonnie Cordova

Clerk Dept. Rev.3.20250114

P-Card Transactions

03/21/2025 - 04/21/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Garcia Sandra	Southwes	3/19/2025	\$ 323.96	For JSG to attend the Land use seminar, last minute change to replace RTA attendance. Approved by KMN
CITY ATTORNEY	Garcia Sandra	Tx Oag Open Records	3/20/2025	\$ 5.00	to upload ORR for AG opinion
CITY ATTORNEY	Garcia Sandra	Tx Oag Open Records	3/20/2025	\$ 5.00	to upload ORR for AG opinion
CITY ATTORNEY	Garcia Sandra	Tx Oag Open Records	3/21/2025	\$ 7.50	To submit for AG opinion regarding an ORR
CITY ATTORNEY	Garcia Sandra	Tbls	3/25/2025	\$ 200.00	for attorney Larry Phifer to renew Texas Board of Legal Specialization Certification
CITY ATTORNEY	Garcia Sandra	Ut Cont Legal Educ	3/26/2025	\$ 695.00	Registration for Mr. Gonzalez to attend the Land Use Seminar in Austin.
CITY ATTORNEY	Garcia Sandra	Amer Assoc Notaries	3/27/2025	\$ 141.87	For Paralegal to have Public Notary renewed for use of Transactional matters.
CITY ATTORNEY	Garcia Sandra	24th Annual Administra	3/28/2025	\$ 796.92	For Administrative staff to attend the 24th Annual Administrative Professional conference for April 23
CITY ATTORNEY	Garcia Sandra	24th Annual Administra	3/28/2025	\$ 584.74	For Administrative staff to attend the 24th Annual Administrative Professional conference for April 24. done in sets of 3 to get discount
CITY ATTORNEY	Garcia Sandra	24th Annual Administra	3/28/2025	\$ 584.74	For Administrative staff to attend the 24th Annual Administrative Professional conference for April 24
CITY ATTORNEY	Garcia Sandra	Strafford Publications	4/1/2025	\$ 297.00	For KS to attend HR related seminar to continue to be on top of new laws and regulations to assist with City Legal matters.
CITY ATTORNEY	Garcia Sandra	Southwes	4/3/2025	\$ 425.33	For OG to attend Bond Law Boot Camp in KC, MO
CITY ATTORNEY	Garcia Sandra	National Association O	4/4/2025	\$ 895.00	For OG to attend NABL conference in May 2025
CITY ATTORNEY	Garcia Sandra	Ut Cont Legal Educ	4/8/2025	\$ 795.00	For attorney JF to attend Land Use Webinar remotely.
CITY ATTORNEY	Garcia Sandra	Ac Marriott Austin	4/9/2025	\$ 339.38	Partial charge after cancellation policy for JG cancellation.

P-Card Transactions

03/21/2025 - 04/21/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Garcia Sandra	Ac Marriott Austin	4/11/2025	\$ 525.44	For Attorney JG hotel to attend Land Use Seminar in Austin
CITY ATTORNEY	Garcia Sandra	Ep Bar Assoc	4/15/2025	\$ 76.05	For Attorneys to be registered as members of the El Paso Texas Bar Association
CITY ATTORNEY	Garcia Sandra	Ep Bar Assoc	4/15/2025	\$ 65.00	For Attorneys to be registered as members of the El Paso Texas Bar Association
CITY ATTORNEY	Garcia Sandra	Ep Bar Assoc	4/15/2025	\$ 65.00	For Attorneys to be registered as members of the El Paso Texas Bar Association
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CITY ATTORNEY	Garcia Sandra	Ep Bar Assoc	4/15/2025	\$ 65.00	For Attorneys to be registered as members of the El Paso Texas Bar Association
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CITY ATTORNEY	Garcia Sandra	Ep Bar Assoc	4/15/2025	\$ 65.00	For Attorneys to be registered as members of the El Paso Texas Bar Association
CITY ATTORNEY	Garcia Sandra	Southwes	4/16/2025	\$ 851.86	for atty MS to attend IMLA Mid-Year Seminar
CITY ATTORNEY	Garcia Sandra	Py *international Municip	4/16/2025	\$ 525.00	for MS to learn methods and strategies in defending 1983 cases, use of force cases, employment law cases to be able to defend hard cases in litigation for the City of El Paso
CITY ATTORNEY	Garcia Sandra	Epshrm	4/19/2025	\$ 105.00	for atty to attend Kemp SMith (in-person seminar downtown El Paso/no travel – SH)
CITY ATTORNEY	Garcia Sandra	Epshrm	4/19/2025	\$ 105.00	for atty to attend Kemp SMith (in-person seminar downtown El Paso/no travel – KS)
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	3/20/2025	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	3/25/2025	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	3/25/2025	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	3/26/2025	\$ 7.50	Fee for uploading documents to the AG.

P-Card Transactions

03/21/2025 - 04/21/2025

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CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	3/27/2025	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/1/2025	\$ 7.50	Fee for uploading documents to the AG Portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/2/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/2/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/3/2025	\$ 7.50	Fee for uploading documents to the AG,
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/7/2025	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/8/2025	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/8/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/8/2025	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/9/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/10/2025	\$ 5.00	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/11/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/11/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/14/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/14/2025	\$ 7.50	Fee for uploading documents to the AG portal.

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CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/15/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/16/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/16/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/17/2025	\$ 7.50	Fee for uploading document to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/17/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	4/17/2025	\$ 7.50	Fee for uploading documents to the AG.
CITY MANAGER	Argumedo Angel	Southwes	3/19/2025	\$ 481.34	Flight for Robert Cortinas to go GFOA Annual Conference
CITY MANAGER	Argumedo Angel	Samsclub #6502	4/14/2025	\$ 95.84	Light snacks and paper products for City Council meeting. Council meetings often extend into the lunch hour. Providing light refreshments helps maintain focus, energy and engagement.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	3/21/2025	\$ 51.92	Subtitles and captions for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	3/21/2025	\$ 12.98	Subtitles and captions for CityTV programming .
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	3/28/2025	\$ 51.92	Subtitles and captions for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	4/4/2025	\$ 45.43	Subtitles and captions for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Eig	4/7/2025	\$ 628.00	Electronic newsletter program used for community outreach of City programs and services.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	4/11/2025	\$ 45.43	Subtitles and captions for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Zoom.Com 888-799-9666	4/11/2025	\$ 15.99	Online program used for media and community outreach of City programs and services.

P-Card Transactions

03/21/2025 - 04/21/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	4/18/2025	\$ 38.94	Subtitles and captions for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Facebk *k5j5lpguk2	4/20/2025	\$ 193.00	Promotion of Chime In Survey and Workshops on Social Media.
CITY MANAGER	Monsivais Rosa Maria	Spectrum Technologies	3/20/2025	\$ 225.00	Ordered Buisness Cards for the new DCM's- AraceliGuerra, Richard Bristol, Nicole Cote, Yvette Hernandez & for CFO Robert Cortinas
DISTRICT 01	Johnson Theresa	Canva* 04463-32619390	3/22/2025	\$ 120.00	Subscription for use of creating professional images, newsletter, fliers, and other templates related to social media advertising.
DISTRICT 02	Carlos Diego	J Crew Factory.Com	4/1/2025	\$ 53.63	Office uniforms.
DISTRICT 02	Carlos Diego	Mailchimp	4/3/2025	\$ 26.50	newsletter service
DISTRICT 02	Carlos Diego	Canva* I04475-73644144	4/3/2025	\$ 14.99	graphic design software
DISTRICT 02	Carlos Diego	City Of El Paso - Ecm	4/17/2025	\$ 271.27	Sponsorship of parade for Zavala Elementary
DISTRICT 03	Maldonado-Rocha Deanna	Eig	4/5/2025	\$ 56.00	Monthly charge for email distribution service for D3 office newsletter.
DISTRICT 03	Maldonado-Rocha Deanna	Wm Supercenter #512	4/8/2025	\$ 70.36	Screen projector is for our bi-weekly community meetings to show presentations to constituents
DISTRICT 03	Maldonado-Rocha Deanna	Py *sizzling Platter Corp	4/14/2025	\$ 45.43	To provide pizza for the JROTC Students at Hanks High School in honor of the Month of the Military Child, an initiative supported by the Purple Star Program
DISTRICT 03	Maldonado-Rocha Deanna	Canva* I04486-65828070	4/14/2025	\$ 12.99	Monthly charge for graphic design making service for D3 office
DISTRICT 04	Trejo Cynthia	Mailchimp	3/20/2025	\$ 21.32	Mailchimp needed for promotion and information distribution to District 4 constituents.
DISTRICT 04	Trejo Cynthia	Universal Graphics	4/3/2025	\$ 165.00	Banner used for District 4 meetings and other city related events.
DISTRICT 04	Trejo Cynthia	Universal Graphics	4/3/2025	\$ 75.00	Banner used for promotion during district community meetings and other city related events.

P-Card Transactions

03/21/2025 - 04/21/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 04	Trejo Cynthia	Sq *el Paso Mail & Print	4/11/2025	\$ 364.12	Banner used for promotion at District 4 meetings and city related events. Tax will be reimbursed by the vendor abd reflected on Wells Fargo account.
DISTRICT 04	Trejo Cynthia	Canva* I04483-84321019	4/11/2025	\$ 30.00	Canva used for website and social media promotion.
DISTRICT 04	Trejo Cynthia	Mailchimp	4/20/2025	\$ 21.32	Mailchimp needed for promotion and information distribution.
DISTRICT 05	Fraga Gabriela	Eig	4/14/2025	\$ 22.38	D5 Constant Contact Newsletter monthly fee
DISTRICT 05	Nino Ivan	Costco Whse #0768	4/16/2025	\$ 65.00	D5 annual membership - for office / community events purchase.
DISTRICT 06	Maldonado Mariaelena	Southwes	4/16/2025	\$ 615.96	Travel to Austin to testify at the Texas Transportation Commission meeting on 4.23.2025
DISTRICT 08	Canales Jorge	Sqsp* Inv175874672	3/31/2025	\$ 276.00	District 8 Office newsletter tool for subscribers.

CITY COUNCIL SPECIAL PROJECTS OR DISCRETIONARY FUNDS EXPENDITURES

APRIL 2025

DISTRICT	VENDOR	DATE	AMOUNT	DESCRIPTION
DISTRICT 2	Diego Ricardo Carlos	4/4/2025	\$ 87.65	Reimburse ELP Days in Austin