

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

**AGENDA DATE:** October 24, 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 August 21 – September 20, 2023 for Mayor, City Council Representatives 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

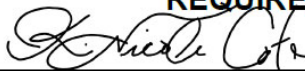
City Manager's Office - Office of Management and Budget

**SECONDARY DEPARTMENT:** All City

---

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

**DEPARTMENT HEAD:**



---

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

**Mayor and Council  
P-Card Transactions**

08/21/23 - 09/20/23

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
DISTRICT 01	Saucedo Lizette	Eig	09/13/2023	311.23	Email service
DISTRICT 02	Annelo Alexsandra	Lyft 1 Ride 09-17	09/19/2023	\$ 15.81	Erroneous charge. Amount reimbursed back to city.
DISTRICT 02	Ibarra Matthew	Mailchimp	09/04/2023	\$ 26.50	Subscription fee for email newsletter services.
DISTRICT 02	Ibarra Matthew	Canva* 03911-48038056	09/18/2023	\$ 12.95	Subscription fee for graphic design software for newsletter and constituent outreach.
DISTRICT 03	Hernandez Cassandra	Samsclub.Com	08/24/2023	\$ 58.78	Water for attendees of D3 Movies in the Park event on 8/24 in D3. Expense paid with funds donated to D3 for event and the acceptance of funds was approved by City Council.
DISTRICT 03	Hernandez Cassandra	United	08/28/2023	\$ 645.40	Airline flights for Rep. Hernandez to attend the Aspen Latino Business Summit September 6-7, 2023 in Washington, DC. Work travel approved by authorizing City Dept.
DISTRICT 03	Hernandez Cassandra	Zoom.Us 888-799-9666	08/29/2023	\$ 15.99	Monthly charge for video conference service for D3 virtual meetings.
DISTRICT 03	Hernandez Cassandra	Sams Membership	08/30/2023	\$ 50.00	This is the membership fee for Sam's Club so D3 can purchases items economically for office or events. This is an yearly auto renew fee.
DISTRICT 03	Hernandez Cassandra	Eig	09/05/2023	\$ 52.00	Monthly charge for email distribution service for D3 office newsletter
DISTRICT 03	Hernandez Cassandra	Park Hyatt Washington	09/08/2023	\$ 960.06	Lodging for Rep. Hernandez while she attended the Aspen Latino Business Summit September 6-7, 2023 in Washington, DC. Work travel approved by authorizing City Dept.
DISTRICT 03	Hernandez Cassandra	Canva* I03908-50035124	09/14/2023	\$ 12.99	Monthly charge for graphic design making service for D3 office.
DISTRICT 03	Olivares Bettina	Target 00008490	08/21/2023	\$ 7.66	for D3 Movies in the Park event series in Aug and Sept in D3. Expense paid with funds donated to D3 for event and acceptance approved by City Council.
DISTRICT 03	Olivares Bettina	Office Depot #223	08/21/2023	\$ 39.99	for D3 Movies in the Park event series in Aug and Sept in D3. Expense paid with funds donated to D3 for event and acceptance approved by City Council.
DISTRICT 03	Olivares Bettina	Sams Club #8153	08/23/2023	\$ 59.72	for D3 Movies in the Park event series in Aug and Sept in D3. Expense paid with funds donated to D3 for event and acceptance approved by City Council.
DISTRICT 03	Olivares Bettina	Chick-Fil-A #03976	08/24/2023	\$ 149.04	for D3 Movies in the Park event series in Aug and Sept in D3. Expense paid with funds donated to D3 for event and acceptance approved by City Council.
DISTRICT 03	Olivares Bettina	Olive Garden 0021232	08/31/2023	\$ 43.38	for D3 Movies in the Park event series in Aug and Sept in D3. Expense paid with funds donated to D3 for event and acceptance approved by City Council.
DISTRICT 03	Olivares Bettina	Albertsons #1936	09/15/2023	\$ 148.50	Cupcakes for Eastside and Happiness Senior centers located in D3 for their Diez y Seis de Septiembre celebrations on 9/15.
DISTRICT 03	Olivares Bettina	Sarabias Portable Jons	09/19/2023	\$ 265.00	for D3 Movies in the Park event series in Aug and Sept in D3. Expense paid with funds donated to D3 for event and acceptance approved by City Council.
DISTRICT 04	Molinar Joe	National Car Rental	08/21/2023	\$ (55.07)	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 05	Nino Ivan	Office Depot #223	08/28/2023	\$ 354.66	TONERS FOR OFFICE PRINTER - REQUESTED BY REP. SALCIDO.
DISTRICT 05	Nino Ivan	Dropbox 2jxnmncxssjtj	08/31/2023	\$ 21.31	Dropbox sub set up by Maricza Ramirez for D5 per Rep. Salcido
DISTRICT 05	Nino Ivan	Mailchimp	09/06/2023	\$ 13.86	District 5 newsletter subscription email service for constituency outreach
DISTRICT 05	Nino Ivan	Gannettnewsprtx-Nm-Co	09/07/2023	\$ 17.03	El Paso Times Subscription
DISTRICT 05	Nino Ivan	The Economist	09/09/2023	\$ 94.23	The Economist subscription service for Rep. Salcido. Education on world economy and world news.
DISTRICT 05	Nino Ivan	Zoom.Us 888-799-9666	09/09/2023	\$ 15.99	ZOOM online platform for virtual office and community meetings.
DISTRICT 05	Nino Ivan	Gannettnewsprtx-Nm-Co	09/19/2023	\$ (17.70)	El PasoTimes Subscription refund.
DISTRICT 05	Nino Ivan	Canva* I03914-70522366	09/20/2023	\$ 12.95	Canva design. Platform to design graphics for outreach to constituency.
DISTRICT 06	Maldonado Mariaelena	Swank Motion Pictures Inc	08/18/2023	\$ 480.00	Rights to show movie for movies at the park
DISTRICT 06	Maldonado Mariaelena	Sq*d Embroidery & Screen	08/18/2023	\$ 209.16	Purchase of office shirts with city logo
DISTRICT 06	Maldonado Mariaelena	El Paso Inc	08/20/2023	\$ 5.00	Newspaper subscription for office
DISTRICT 06	Maldonado Mariaelena	El Paso Times	08/28/2023	\$ 11.99	Newspaper

**Mayor and Council  
P-Card Transactions**

08/21/23 - 09/20/23

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
DISTRICT 06	Maldonado Mariaelena	Sams Club#6502	09/06/2023	\$ 103.74	Cotton Candy for Movies at the Park
DISTRICT 06	Maldonado Mariaelena	Wm Supercenter #5108	09/08/2023	\$ 26.80	Water for Movies at the Park event.
DISTRICT 06	Maldonado Mariaelena	Franks Supply Company	09/11/2023	\$ 63.65	Generator for Movies at the Park screen and lights.
DISTRICT 06	Maldonado Mariaelena	El Paso Inc	09/19/2023	\$ 5.00	Newspaper subscription
DISTRICT 07	Jimenez Camilo	Samsclub #6502	08/25/2023	\$ 111.86	Cupcakes for the seniors at the Pavo Real Senior center's monthly birthday celebration, held on 08/25/2023
DISTRICT 07	Jimenez Camilo	Texas Municipal League	08/25/2023	\$ 400.00	Registration fee for Texas Municipal League annual conference to be held in Dallas Texas 10/04/2023 - 10/06/2023
DISTRICT 07	Jimenez Camilo	Texano Restaurant	09/06/2023	\$ 103.00	Finger foods (flautas) for District 7 community meeting held on 09/06/2023, at the Cotton Patch Room in the MSC 7968 San Paulo. Guest Speaker was Congresswoman Veronica Escobar
DISTRICT 07	Jimenez Camilo	Sams Club #8280	09/06/2023	\$ 27.94	Light refreshments (water, cookies) for District 7 community meeting held on 09/06/2023, at the Cotton Patch Room in the MSC 7968 San Paulo. Guest Speaker was Congresswoman Veronica Escobar
DISTRICT 07	Rivera Henry	Eig	09/01/2023	\$ 120.00	Newsletter service used to communicate with Rep Rivera's constituency
DISTRICT 08	Abbas Tatiana	City Of El Paso - Ecm	08/31/2023	\$ 693.88	Peace officers for Segundo Barrio Block Party 2023
DISTRICT 08	Canales Jorge	The Event Helper, Inc.	09/01/2023	\$ 302.00	Event Insurance for Segundo Barrio Block Party 2023
DISTRICT 08	Rodriguez Alma	City Of El Paso - Ecm	08/25/2023	\$ 826.04	Segundo Barrio Block Party 2023 Event Permit
DISTRICT 08	Rodriguez Alma	In *tovar Printing, Inc.	08/28/2023	\$ 193.00	Segundo Barrio Block Party Flyers
DISTRICT 08	Rodriguez Alma	El Paso Times	09/08/2023	\$ 1.05	Office newspaper subscription
MAYORS OFFICE	Escobar Estrella	Austin Marriott Downto	09/14/2023	\$ 191.90	Travel
MAYORS OFFICE	Escobar Estrella	Austin Marriott Downto	09/14/2023	\$ 192.98	Travel
MAYORS OFFICE	Escobar Estrella	Austin Marriott Downto	09/15/2023	\$ 191.90	Travel
MAYORS OFFICE	Escobar Estrella	Austin Marriott Downto	09/15/2023	\$ (191.90)	Travel
MAYORS OFFICE	Escobar Estrella	Austin Marriott Downto	09/20/2023	\$ 310.50	Travel
MAYORS OFFICE	Mendoza Irma	Office Depot #195	08/17/2023	\$ 9.29	Purchased "Private" sign and placed on the door of the restroom in the Mayor's Office area.
MAYORS OFFICE	Mendoza Irma	Primo Water	08/24/2023	\$ 94.14	Bottled water for the office/visitors.
MAYORS OFFICE	Mendoza Irma	Primo Water	09/09/2023	\$ 72.02	Bottled water for the office/visitors.
MAYORS OFFICE	Mendoza Irma	Sq *meza Trophies & Plaqu	09/14/2023	\$ 62.16	Star on the Mountain Award presented to Michele Miller on August 31, 2023 by Mayor Oscar Leeser
MAYORS OFFICE	Mendoza Irma	Sq *meza Trophies & Plaqu	09/14/2023	\$ 62.16	Star on the Mountain Award presented to Saul "Cassandra" Armendariz on September 12, 2023 by Mayor Oscar Leeser.