

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

**AGENDA DATE:** November 21, 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 September 21, - October 20, 2023 for Mayor, City Council Representatives, City Attorney's Office, City Manager's Office 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 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:** Planning & Inspections, Planning Division

City Manager's Office - Office of Management and Budget

**SECONDARY DEPARTMENT:** All City

---

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

**DEPARTMENT HEAD:** \_\_\_\_\_

*K. Nicole Cote*

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

**Mayor and Council  
P-Card Transactions**

09/21/23 - 10/20/23

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
CITY ATTORNEY	Nieman Karla	Uber Trip	10/2/2023	\$ 11.95	Sandra and Pcard Administrators Submitted change to Uber app to charge personal account, it yet has not been completed, will reimburse city.
CITY ATTORNEY	Scott Belinda	Sq *healthy Bite	9/21/2023	\$ 126.19	Food and beverages for CLE.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	9/26/2023	\$ 15.00	Fee for uploading document to AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	9/27/2023	\$ 15.00	Fee for upload request to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	9/27/2023	\$ 5.00	AG Upload Fee
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	9/28/2023	\$ 15.00	AG upload fee.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	9/28/2023	\$ 15.00	AG Upload Fee.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	9/29/2023	\$ 15.00	Fee for AG Upload
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/2/2023	\$ 15.00	Fee for AG Upload
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/2/2023	\$ 15.00	Fee for AG Upload
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/2/2023	\$ 15.00	Fee for AG Upload
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/2/2023	\$ 15.00	Fee for AG Upload
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/4/2023	\$ 15.00	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/5/2023	\$ 15.00	Fee for uploading requests to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/5/2023	\$ 15.00	Fee for uploading request to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/6/2023	\$ 15.00	Fee for uploading request to AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/10/2023	\$ 15.00	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/13/2023	\$ 15.00	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/16/2023	\$ 15.00	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/16/2023	\$ 15.00	Fee for Uploading document to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	10/18/2023	\$ 15.00	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Sq *healthy Bite	10/19/2023	\$ 143.31	Lunch for Attorneys' Leadership meeing.
CITY MANAGER	Argumedo Angel	Sams Club #6246	9/25/2023	\$ 15.92	4 cases for bottled water used during city council and other meeting.
CITY MANAGER	Argumedo Angel	American Ai	10/10/2023	\$ 30.00	Luggage fee for ICM Westin
CITY MANAGER	Argumedo Angel	American Ai	10/10/2023	\$ 40.00	Luggage fee for ICM Westin
CITY MANAGER	Argumedo Angel	R-J Typesetters Inc	10/18/2023	\$ 21.25	New notary stamp. I had a name change and needed a updated stamp.

**Mayor and Council  
P-Card Transactions**

09/21/23 - 10/20/23

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
CITY MANAGER	Beard Jackie	Canva* 03924-49027242	10/1/2023	\$ 119.99	Canva license for Learning Team. Used to create weekly Training Broadcasts, Newsletters, training material, etc.
CITY MANAGER	Beard Jackie	District Coffee Co	10/4/2023	\$ 375.00	Coffee/pastries for New Employee Orientation.
CITY MANAGER	Cepeda Diana	Facebk 527brvpkn2	9/28/2023	\$ 175.00	150th Music at the Park events Facebook boost post
CITY MANAGER	Cepeda Diana	Target 00008490	10/2/2023	\$ 573.30	Streetcar Halloween decor to decorate the 6 Trolleys.
CITY MANAGER	Cepeda Diana	Target 00022160	10/2/2023	\$ 112.00	Streetcar Halloween decor for the 6 trolleys. Staff had to go to a different location to purchase the sold out items at the Gateway Blvd location.
CITY MANAGER	Cepeda Diana	Facebk Schnwwu7ln2	10/7/2023	\$ 50.00	150th Music at the Park event Facebook post boost
CITY MANAGER	Cepeda Diana	Mundo De Papel	10/12/2023	\$ 185.00	Littel Amal event decor supplies: 31 crepe paper packs, 5 hot guns, 4 glue sticks packs, 70 wood sticks and 2 pipe cleaners packs.
CITY MANAGER	Cepeda Diana	Wal-Mart #2201	10/12/2023	\$ 60.12	Little Amal event decor and altar supplies: 3-tapes, 7-blades, 3- hot glue guns, and 2-flour packs
CITY MANAGER	Cepeda Diana	Target 00008490	10/15/2023	\$ 112.00	Streetcar Halloween decor for the 6 trolleys 6 big spiders and 20 small spiders
CITY MANAGER	Cepeda Diana	Mundo De Papel	10/16/2023	\$ 56.50	Little Amal decor: 15 crepe paper packs and 40 wood sticks
CITY MANAGER	Cepeda Diana	Eventbrite.Com Org Fee	10/16/2023	\$ 29.00	Eventbrite monthly fee to do online reservations for Streetcar events.
CITY MANAGER	Cepeda Diana	Lowes #01146	10/17/2023	\$ 59.92	Purchase of 4 planters for decor for the Little Amal altar
CITY MANAGER	Cepeda Diana	M And F Wholesale	10/17/2023	\$ 23.20	Little Amal event decor: 4 rolls of ribbons
CITY MANAGER	Cepeda Diana	Mundo De Papel	10/17/2023	\$ 124.70	Little Amal event altar decor: 21 crepe paper packs, 7 sugar skulls, 2 garlands and 36 papel picado packs
CITY MANAGER	Cepeda Diana	Target 00008490	10/19/2023	\$ 176.16	Candies for Streetcar Booktober read and ride event for approximately 120 riders.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	9/22/2023	\$ 33.60	Captions for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	9/22/2023	\$ 30.00	Captions for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	9/28/2023	\$ 28.40	Closed captioning for City TV programming
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	9/29/2023	\$ 30.00	Closed captioning for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Creative Market	10/2/2023	\$ 28.10	Font purchased for WinterFest. Added sales tax refund payment.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	10/6/2023	\$ 35.00	Closed captions for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	10/6/2023	\$ 22.40	Closed captions for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Eig	10/7/2023	\$ 620.42	E-newsletter for the City TV programming and City newsletter
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	10/12/2023	\$ 35.00	Closed captions for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	10/13/2023	\$ 21.30	Closed captions for City TV programming.

**Mayor and Council  
P-Card Transactions**

09/21/23 - 10/20/23

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
CITY MANAGER	Cruz-Acosta Laura	Facebk *3wde6vt6c2	10/19/2023	\$ 11.53	Promoting Neighborhood Cleanup Event on Social Media.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	10/20/2023	\$ 35.00	Closed captions for City TV programming.
CITY MANAGER	Isaias Ricardo	Hobby-Lobby #0098	10/5/2023	\$ 20.98	Purchase wrapping paper and other accessories for wrapping boxes to be used as props for Elf on the Shelf video for Winterfest.
CITY MANAGER	Isaias Ricardo	Crossroads Printing	10/6/2023	\$ 6.00	a printed graphic that will be used as a prop for the Elf on a Shelf recording for Winterfest.
CITY MANAGER	Isaias Ricardo	Dollar Tree	10/6/2023	\$ 23.75	Purchase props for the Elf on the Shelf video for Winterfest.
CITY MANAGER	Isaias Ricardo	Apple.Com/Bill	10/18/2023	\$ 9.99	Extra storage for videos and photos for City iPhone. Storage is need to maintain photos and videos of City events archived for future use for CITY TV use.
CITY MANAGER	Jerome Tracey	Apple.Com/Bill	10/17/2023	\$ 0.99	iPhone storage monthly fee
CITY MANAGER	Mack Dionne	W Hotels	10/11/2023	\$ 133.57	Conference to Aspen CO - The Opportunity Youth Forum
CITY MANAGER	Sepulveda Denice	Southwes	10/10/2023	\$ 514.96	TRAVEL FOR JULIANA BALDWIN MUNOZ, GUEST SPEAKER AT the 2023 National League of Cities (NLC) City Summit Conference
CITY MANAGER	Westin Cary	Uber Trip	10/9/2023	\$ 6.89	Uber Tip
CITY MANAGER	Westin Cary	Uber Trip	10/9/2023	\$ 45.94	AUSA Travel- UBER from Airport to hotel
CITY MANAGER	Westin Cary	Grand Hyatt Washington	10/11/2023	\$ 1,874.91	Col. Westin Travel to AUSA Conference Hotel expense
CITY MANAGER	Westin Cary	Uber Trip	10/11/2023	\$ 19.00	Uber trip from Hotel to airport for travel to AUSA conference
CITY MANAGER	Westin Cary	Uber Trip	10/11/2023	\$ 3.00	UBER Tip
DISTRICT 02	Ibarra Matthew	Dollar General #19328	9/28/2023	\$ 29.00	Purchase of snacks and waters for District 2 public community meeting. Receipt lost, purchase to be reimbursed.
DISTRICT 02	Ibarra Matthew	Mailchimp	10/4/2023	\$ 26.50	Subscription fee for newsletter services.
DISTRICT 02	Ibarra Matthew	Sams Club #6246	10/7/2023	\$ 155.92	Purchase of hotdogs and hamburgers for city sponsored event, official unveiling of Delta Rec Center mural.
DISTRICT 02	Ibarra Matthew	Albertsons #1936	10/12/2023	\$ 80.90	Doughnut purchase for city sponsored event, reopening of San Juan Recreation Center.
DISTRICT 02	Ibarra Matthew	Albertsons #1936	10/17/2023	\$ 74.92	Doughnut purchase for city sponsored renaming event.
DISTRICT 02	Ibarra Matthew	Canva* 03941-77602173	10/18/2023	\$ 12.95	Graphic design software for constituent outreach, social media, and newsletters.
DISTRICT 02	Santillan Aimee	Fsp*sun City Party Rental	10/11/2023	\$ 20.00	Jumping balloon rental for Memorial Fall Festival.
DISTRICT 02	Santillan Aimee	Fsp*ep Game Rentals	10/11/2023	\$ 25.00	Games for Memorial Fall Festival.
DISTRICT 02	Santillan Aimee	Sq *barnyard Buddies Pett	10/18/2023	\$ 596.99	Petting zoo deposit for District 2 Fall Festival at Memorial Park. Expense paid with funds donated to District 2.
DISTRICT 03	Hernandez Cassandra	Sq *las Vegas Party Renta	9/29/2023	\$ 350.55	Disco, generator and tables for neighborhood association National Night Out event on 10/3 at Ponder Park.
DISTRICT 03	Hernandez Cassandra	Zoom.Us 888-799-9666	9/29/2023	\$ 15.99	Monthly charge for video conference service for D3 virtual meetings.

**Mayor and Council  
P-Card Transactions**

09/21/23 - 10/20/23

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
DISTRICT 03	Hernandez Cassandra	Eig	10/5/2023	\$ 52.00	Monthly charge for email distribution service for D3 office newsletter.
DISTRICT 03	Hernandez Cassandra	Amzn Mktp Us	10/7/2023	\$ 112.76	Disinfectant spray, hand sanitizer dispenser bottles , notebooks and other supplies for D3 Office admin use.
DISTRICT 03	Hernandez Cassandra	Amzn Mktp Us	10/7/2023	\$ 182.41	Paid with donated funds and the acceptance of funds was approved by City Council on 6.20.23. Sensory Toys for Autism Hope & Horses of Iron Benefit Run on 10/15.
DISTRICT 03	Hernandez Cassandra	Samsclub.Com	10/11/2023	\$ 195.56	Paid with donated funds and the acceptance of funds was approved by City Council on 6.20.23. Candy for Autism Hope & Horses of Iron Benefit Run on 10/15.
DISTRICT 03	Hernandez Cassandra	Canva* I03938-35079699	10/14/2023	\$ 12.99	Monthly charge for graphic design making service for D3 office.
DISTRICT 03	Hernandez Cassandra	Samsclub.Com	10/18/2023	\$ 805.10	Paid with donated funds and acceptance of funds was approved by City Council on 10.10.23. Candy and fillers for prizes for Sensory Friendly Trunk-or-Treat to be held on 10.28.
DISTRICT 03	Olivares Bettina	Dollartree	9/21/2023	\$ 53.75	Paid with donated funds and the acceptance of funds was approved by City Council on 6.20.23. Tape, glow lights and candy for the D3 Movies in the Park event held on 9/23 in D3.
DISTRICT 03	Olivares Bettina	Herc Rentals	9/22/2023	\$ 259.00	Paid with donated funds and the acceptance of funds was approved by City Council on 6.20.23. Light tower and generator for the D3 Movies in the Park event held on 9/23 in D3.
DISTRICT 03	Olivares Bettina	Raising Canes 0260	9/23/2023	\$ 144.10	Paid with donated funds and the acceptance of funds was approved by City Council on 6.20.23. Food for volunteers working the D3 Movies in the Park event held on 9/23 in D3.
DISTRICT 03	Olivares Bettina	Office Depot #195	10/2/2023	\$ 134.91	Frames for D3 Office admin supply.
DISTRICT 03	Olivares Bettina	Sq *las Vegas Party Renta	10/3/2023	\$ 384.38	Paid with donated funds and acceptance of funds was approved by City Council on 10.10.23. Jumping Balloon and generator for Sensory Friendly Trunk-or-Treat to be held on 10.28.
DISTRICT 03	Olivares Bettina	The Home Depot 523	10/4/2023	\$ 81.96	Storage bins for the District 3 Office admin supply.
DISTRICT 03	Olivares Bettina	Private Line	10/10/2023	\$ 90.00	Plaques for the sponsors of the D3 Movies in the Park event series held in Aug and Sept 2023 in D3.
DISTRICT 03	Olivares Bettina	Samsclub.Com	10/11/2023	\$ 399.84	Paid with donated funds and acceptance of funds was approved by City Council on 10.10.23. Candy for Sensory Friendly Trunk-or-Treat to be held on 10.28.
DISTRICT 03	Olivares Bettina	Dollartree	10/13/2023	\$ 14.75	Paid with donated funds and acceptance of funds was approved by City Council on 10.10.23. Fillers for prize buckets for Sensory Friendly Trunk-or-Treat to be held on 10.28.
DISTRICT 03	Olivares Bettina	Samsclub.Com	10/18/2023	\$ 83.71	Meal to-go containers & soda for D3 neighborhood association Fall Festival on 10/20.
DISTRICT 03	Olivares Bettina	Amzn Mktp Us	10/19/2023	\$ 274.84	Paid with donated funds and acceptance of funds was approved by City Council on 10.10.23. Sensory friendly toys and fillers for prizes for Sensory Friendly Trunk-or-Treat to be held on 10.28.
DISTRICT 04	Molinar Joe	Omni Dallas Conventn C	10/6/2023	\$ 1,349.68	Representative Molinar attended the TML Conference at Dallas, Texas on October 2023.
DISTRICT 05	Nino Ivan	Costco Whse #0768	9/25/2023	\$ 22.97	OFFICE SUPPLIES / WATERS AND COOKIES FOR STAFF AND INVITEES - PROCLAMATION ON 9/26
DISTRICT 05	Nino Ivan	Swa*earlybrd	9/26/2023	\$ 15.00	FLIGHT FOR REP. SALCIDO TO TEXAS MUNICIPAL LEAGUE IN DALLAS, TEXAS ON BEHALF OF DISTRICT 5, APPROVED BY RESOLUTION ON 9/26/23.
DISTRICT 05	Nino Ivan	Southwes	9/26/2023	\$ 568.97	FLIGHT FOR REP. SALCIDO TO TEXAS MUNICIPAL LEAGUE IN DALLAS, TEXAS ON BEHALF OF DISTRICT 5, APPROVED BY RESOLUTION ON 9/26/23.
DISTRICT 05	Nino Ivan	Swa*earlybrd	9/26/2023	\$ 15.00	FLIGHT FOR REP. SALCIDO TO TEXAS MUNICIPAL LEAGUE IN DALLAS, TEXAS ON BEHALF OF DISTRICT 5, APPROVED BY RESOLUTION ON 9/26/23.
DISTRICT 05	Nino Ivan	Southwes	9/26/2023	\$ 328.98	FLIGHT ONE WAY TO TEXAS MUNICIPAL LEAGUE IN DALLAS, TEXAS ON BEHALF OF DISTRICT 5, APPROVED BY RESOLUTION ON 9/26/23.
DISTRICT 05	Nino Ivan	Southwes	9/26/2023	\$ 239.98	FLIGHT ONE WAY TO TEXAS MUNICIPAL LEAGUE IN DALLAS, TEXAS ON BEHALF OF DISTRICT 5, APPROVED BY RESOLUTION ON 9/26/23.
DISTRICT 05	Nino Ivan	Mailchimp	10/6/2023	\$ 13.00	MAILCHIMP ONLINE NEWSLETTER SUBSCRIPTION FOR CONSTITUENCY OUTREACH.

**Mayor and Council  
P-Card Transactions**

09/21/23 - 10/20/23

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
DISTRICT 05	Nino Ivan	Sheraton Dallas	10/6/2023	\$ 995.37	HOTEL FOR TEXAS MUNICIPAL LEAGUE IN DALLAS, TEXAS ON BEHALF OF DISTRICT 5, APPROVED BY RESOLUTION ON 9/26/23.
DISTRICT 05	Nino Ivan	Zoom.U.s 888-799-9666	10/9/2023	\$ 15.99	
DISTRICT 06	Maldonado Mariaelena	El Paso Times	9/24/2023	\$ 11.99	local newspaper subscription
DISTRICT 06	Maldonado Mariaelena	El Paso Inc	10/19/2023	\$ 5.00	Newspaper Subscription for office.
DISTRICT 07	Jimenez Camilo	Samsclub #6502	9/29/2023	\$ 111.86	Cupcakes for the seniors at the Pavo Real Senior Center Birthday bash celebration on 09/29/2023 .
DISTRICT 07	Jimenez Camilo	Springhill Suites Dall	10/4/2023	\$ 460.22	Hotel costs for Texas Municipal League Annual Conference in Dallas Texas, 10/04/2023-10/06/2023
DISTRICT 07	Rivera Henry	Eig	10/1/2023	\$ 120.00	Newsletter Service, AKA Constant Contact.
DISTRICT 08	Abbas Tatiana	Mexican Specialty Product	9/22/2023	43.37	District 8 Movies at the Park as approved by Council on August 15, 2023
DISTRICT 08	Abbas Tatiana	Fye Sunland Park Mall	9/27/2023	\$ 35.96	District 8 Movies at the Park as approved by Council on August 15, 2023.
DISTRICT 08	Rodriguez Alma	Mexican Specialty Product	9/27/2023	\$ 46.20	District 8 Movies at the Park as approved by Council on August 15, 2023.
DISTRICT 08	Rodriguez Alma	In *tovar Printing, Inc.	10/3/2023	\$ 108.00	District 8 Business Cards for Representative Canales
DISTRICT 08	Rodriguez Alma	Mexican Specialty Product	10/5/2023	\$ 31.58	District 8 Movies at the Park as approved by Council on August 15, 2023.
DISTRICT 08	Rodriguez Alma	El Paso Times	10/9/2023	\$ 1.05	District 8 office newspaper subscription.
MAYORS OFFICE	Escobar Estrella	Uber Trip	9/23/2023	\$ 6.68	
MAYORS OFFICE	Escobar Estrella	Aus Salvation Pizza	9/23/2023	\$ 15.54	
MAYORS OFFICE	Escobar Estrella	Austin Marriott Downto	9/24/2023	\$ (46.50)	
MAYORS OFFICE	Escobar Estrella	Uber Trip	9/25/2023	\$ 1.00	
MAYORS OFFICE	Mendoza Irma	Primo Water	9/27/2023	\$ 81.29	Bottled water for the office.
MAYORS OFFICE	Mendoza Irma	Primo Water	10/7/2023	\$ 9.26	Water dispenser rental fee and credit card surcharge.
MAYORS OFFICE	Mendoza Irma	Primo Water	10/11/2023	\$ 79.23	Bottled water for the office and visitors.