

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

AGENDA DATE: March 26, 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, the P-Card Transactions for the period of January 21, 2024 - February 20, 2024 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

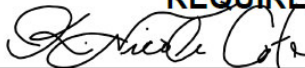
HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? X YES NO

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**

01/21/2024 - 02/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
CITY ATTORNEY	Garcia Sandra	Lexisnexis Epic	02/12/2024	\$ 44.37	LexisNexis Investigation services for November 2023
CITY ATTORNEY	Garcia Sandra	Lexisnexis Epic	02/12/2024	\$ 83.18	LexisNexis Investigation services for Dec 2023
CITY ATTORNEY	Garcia Sandra	Texas Municipal League	02/09/2024	\$ 210.00	Last minute registration for Carlos Armendariz to attend Riley Fletcher Seminar on 02/08-02/09/2024
CITY ATTORNEY	Garcia Sandra	Corner Bakery Cafe 1611	02/08/2024	\$ 106.59	Lunch for attorneys attending Riley Fletcher seminar on 02/08/2024
CITY ATTORNEY	Garcia Sandra	United	02/01/2024	\$ 472.83	Round trip for James Graham from the Attorney General's office who is coming to El Paso to provide Open Records training to City Employees.
CITY ATTORNEY	Garcia Sandra	Southwes	01/26/2024	\$ 419.95	Round trip to Austin for Prosecutors Seminar for Carlos Armendariz.
CITY ATTORNEY	Garcia Sandra	Southwes	01/26/2024	\$ 419.95	Round trip for Prosecutors seminar. Error on booking, so it was cancelled and resubmitted.
CITY ATTORNEY	Garcia Sandra	Texas Municipal Courts	01/26/2024	\$ 350.00	Prosecutors seminar and Hotel combo for Carlos Armendariz.
CITY ATTORNEY	Garcia Sandra	Southwes	01/26/2024	\$ (419.95)	Reimbursement for incorrect booking.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/19/2024	\$ 7.50	Fee for uploading document to AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/16/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/15/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/12/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Www.Pacer.Gov	02/09/2024	\$ 54.40	Fee for accessing documents on Pacers.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/08/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/07/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/06/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/06/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/05/2024	\$ 7.50	Fee for uploading documents to the AG.

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01/21/2024 - 02/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/05/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/02/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/02/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/01/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/01/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	01/29/2024	\$ 7.50	Fee for uploading document to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	01/29/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	01/29/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	01/25/2024	\$ 7.50	Fee for Uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	01/24/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	01/24/2024	\$ 5.00	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	01/24/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	01/24/2024	\$ 7.50	Fee to upload documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	01/22/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY MANAGER	Argumedo Angel	Podium Finish Sport Bouti	02/15/2024	\$ 17.25	Vegan Lunch for Ms. Mack working through the Strategic Planning Session Day 2. approval added. Food and Beverage Report added.
CITY MANAGER	Argumedo Angel	Tst* District Coffee Co	02/15/2024	\$ 255.00	Coffee for Strategic Planning session Day 2 included approval. Food and Beverage Report added
CITY MANAGER	Argumedo Angel	El Paso Inc	02/12/2024	\$ 65.00	One year Subscription to El Paso Inc for CM to keep up with city news.
CITY MANAGER	Argumedo Angel	Tst* District Coffee Co	02/01/2024	\$ 138.00	Coffee for Strategic Planning session Day 1. approval added. Food and Beverage Report added
CITY MANAGER	Argumedo Angel	Denzp - Hyatt Place Color	01/22/2024	\$ 136.66	Hotel for Meeting with Space Force

**Mayor and Council
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01/21/2024 - 02/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
CITY MANAGER	Beard Jackie	Corner Bakery Cafe 1543	02/20/2024	\$ 140.00	Coffee and pastries for New Employee Orientation.
CITY MANAGER	Beard Jackie	Assoc For Talent Dev	02/15/2024	\$ 1,579.00	Association for Talent Development (ATD) Professional Membership for Melissa Pina. ATD International Conference and Expo at Home (virtual conference) for Melissa Pina.
CITY MANAGER	Beard Jackie	Office Depot #498	02/04/2024	\$ 8.64	Name tags and sharpies for New Employee Orientation (Last minute purchase approved by Rosemary Crawford).
CITY MANAGER	Beard Jackie	Corner Bakery Cafe 1543	02/06/2024	\$ 140.00	Coffee and pastries for New Employee Orientation.
CITY MANAGER	Beard Jackie	Corner Bakery Cafe 1543	01/23/2024	\$ 150.00	Coffee and pastries for New Employee Orientation.
CITY MANAGER	Cepeda Diana	Southwes	02/09/2024	\$ 349.96	Tracey Jerome flight to attend the Leadership Texas Conference for the Leadership Women in Dallas TX approved traveled request.
CITY MANAGER	Cepeda Diana	Facebk 9s7q2ytl2	02/07/2024	\$ 96.00	WinterFest social media boost
CITY MANAGER	Cepeda Diana	Amzn Mktp Us	01/31/2024	\$ 28.98	Streetcar Valentine's read and ride kids giveaways for Feb. 10
CITY MANAGER	Cepeda Diana	Wm Supercenter #2201	01/25/2024	\$ 59.76	Streetcar Valentines Decor for trolleys
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	02/16/2024	\$ 21.30	Closed captioning for City TV programming
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	02/16/2024	\$ 30.00	Closed captioning for City TV programming
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	02/14/2024	\$ 65.00	Closed captioning for City TV programming
CITY MANAGER	Cruz-Acosta Laura	Facebk Ycbaaytpv2	02/08/2024	\$ 75.00	Ad for Climate Action Open House. Funding was provided via Journal Entry from the Office of Climate and Sustainability.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	02/09/2024	\$ 30.00	Closed captioning for City TV programming
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	02/08/2024	\$ 28.40	Closed captioning for City TV programming
CITY MANAGER	Cruz-Acosta Laura	Eig	02/07/2024	\$ 582.00	E-newsletter software for City Manager, City TV programming outreach.
CITY MANAGER	Cruz-Acosta Laura	Facebk Dhmu3zbpv2	02/06/2024	\$ 35.00	Ad for Climate Action Open House. Funding was provided via Journal Entry from the Office of Climate and Sustainability.
CITY MANAGER	Cruz-Acosta Laura	Facebk R9585y7qv2	02/07/2024	\$ 50.00	Ad for Climate Action Open House. Funding was provided via Journal Entry from the Office of Climate and Sustainability.
CITY MANAGER	Cruz-Acosta Laura	Facebk 4v2bdyxp2	02/06/2024	\$ 25.00	Ad for Climate Action Open House. Funding was provided via Journal Entry from the Office of Climate and Sustainability.

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CITY MANAGER	Cruz-Acosta Laura	Facebk Z7htqykp2	02/05/2024	\$ 25.00	Ad for Climate Action Open House. Funding was provided via Journal Entry from the Office of Climate and Sustainability.
CITY MANAGER	Cruz-Acosta Laura	Facebk 6yl46ytpv2	02/05/2024	\$ 25.00	Ad for Climate Action Open House. Funding was provided via Journal Entry from the Office of Climate and Sustainability.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	02/02/2024	\$ 30.00	Closed captioning for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	02/02/2024	\$ 28.00	Closed captioning for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	01/31/2024	\$ 11.20	Closed captioning for City TV programming
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	01/31/2024	\$ 10.00	Closed captioning for City TV programming
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	01/30/2024	\$ 10.00	Closed captioning for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Sq *big Media	01/26/2024	\$ 567.00	Posters for PD Recruitment Event. Added Invoice details.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	01/25/2024	\$ 28.40	Closed Captioning for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	01/26/2024	\$ 25.00	Closed captioning for City TV programming.
CITY MANAGER	Esquivel Luz	Bron Tapes	01/25/2024	\$ (387.20)	Returned an item purchased because we received the wrong time, but the vendor had to charge debit card and then turn around and issue a refund when they received the wrong item.
CITY MANAGER	Isaias Ricardo	Apple.Com/Bill	02/18/2024	\$ 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	Isaias Ricardo	Audible	02/10/2024	\$ 16.18	This charge is being challenge and is currently waiting to hear back from the bank. WellsFargo email with disputed charge is upload as backup too.
CITY MANAGER	Jerome Tracey	Apple.Com/Bill	02/18/2024	\$ 0.99	iPhone monthly additional storage subscription
CITY MANAGER	Monsivais Rosa Maria	Sams Club #6246	02/14/2024	\$ 141.58	Purchased Snax for COEP Strategic Planning Session II- for Members of City Council and COEp Leadership & Staff *** added Food and Beverage Report***
CITY MANAGER	Monsivais Rosa Maria	Samsclub #6246	02/14/2024	\$ 43.89	Added Diana Cepeda to the Sam's Club Membership as per Senior DCM- Diana was added because she needed a card and was using my Sam's Club card but a Sam;s assoc. told her that she couldn't.
CITY MANAGER	Monsivais Rosa Maria	Amazon Prime	02/06/2024	\$ 139.00	Amazon Prime renewal membership
CITY MANAGER	Monsivais Rosa Maria	Sams Club#6246	01/30/2024	\$ 50.00	Annual membership renewal fee-\$50.00 \$157.22 Food & Beverage for Strategic Planning Session I *** Added Food and Beverage Report***
CITY MANAGER	Monsivais Rosa Maria	Sams Club#6246	01/30/2024	\$ 157.22	Annual membership renewal fee-\$50.00 \$157.22 Food & Beverage for Strategic Planning Session I *** Added Food and Beverage Report***

**Mayor and Council
P-Card Transactions**

01/21/2024 - 02/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
CITY MANAGER	Sepulveda Denice	Stanford Ssi Review	02/13/2024	\$ 498.00	Web-based seminar for Roman Sanchez and Denice Sepulveda provided by Stanford University
CITY MANAGER	Sepulveda Denice	Office Depot #498	01/26/2024	\$ 82.74	Purchase of supplies for the strategic planning sessions on 02/01/2024 at the CCE with City Leadership and City Council.
DISTRICT 01	Saucedo Lizette	Wal-Mart #1015	02/08/2024	\$ 135.01	Office Supplies
DISTRICT 02	Annello Alexsandra	El Paso Times	01/25/2024	\$ (62.90)	Refund of subscription fee.
DISTRICT 02	Ibarra Matthew	Dunkin #301136 Q35	02/19/2024	\$ 42.63	Coffee for District 2 community meeting. Tax to be reimbursed.
DISTRICT 02	Ibarra Matthew	Albertsons #1936	02/16/2024	\$ 133.97	Cupcakes for City sponsored valentines events at Grandview and Wellington Senior Centers.
DISTRICT 02	Ibarra Matthew	Albertsons #1936	02/09/2024	\$ 142.97	Cupcakes for City sponsored valentines events at Memorial and Hilos De Plata Senior Centers.
DISTRICT 02	Ibarra Matthew	Office Depot #195	02/08/2024	\$ 69.53	Office supplies.
DISTRICT 02	Ibarra Matthew	Amzn Mktp Us	02/07/2024	\$ 26.97	Phone case and screen protector for city issued cell to the Representative.
DISTRICT 02	Ibarra Matthew	Amzn Mktp Us	02/06/2024	\$ 81.84	Frames for Mayor's proclamations sponsored by District 2.
DISTRICT 02	Ibarra Matthew	Zoom.U.s 888-799-9666	02/07/2024	\$ 15.99	Subscription fee for video conference services for residents.
DISTRICT 03	Hernandez Cassandra	Canva* I04061-56751696	02/14/2024	\$ 12.99	Monthly charge for graphic design making service for D3 office
DISTRICT 03	Hernandez Cassandra	Walmart.Com	02/13/2024	\$ 83.97	Cookies and serving trays for the D3 Senior Centers, Eastside and Happiness, for City sponsored Valentines celebrations on 2/14.
DISTRICT 03	Hernandez Cassandra	Sq *meza Trophies & Plaqu	02/12/2024	\$ 500.00	Paid with donated funds; acceptance of funds approved by Council on 1.3.24. Gender gender-neutral restroom signs to be distributed to organizations, in support of new City ordinance, Chapter 5.19
DISTRICT 03	Hernandez Cassandra	Eig	02/05/2024	\$ 52.00	Monthly charge for email distribution service for D3 office newsletter.
DISTRICT 03	Hernandez Cassandra	Zoom.U.s 888-799-9666	01/29/2024	\$ 15.99	Monthly charge for video conference service for D3 virtual meetings.
DISTRICT 03	Hernandez Cassandra	El Paso Inc	01/23/2024	\$ 45.00	Yearly subscription charge for for digital newspaper subscription for D3 office.
DISTRICT 04	Ruiz-Alba Stephanie	Canva* 04057-37264293	02/10/2024	\$ 119.99	Yearly subscription, for Canva usage, for marketing purposes of the District 4 Office. Including, graphic designs for events, community meetings, etc.
DISTRICT 04	Ruiz-Alba Stephanie	In *tovar Printing, Inc.	01/25/2024	\$ 241.00	Purchase of business cards for Administrative Support Associate Gloria Rangel-Luna.

**Mayor and Council
P-Card Transactions**

01/21/2024 - 02/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
DISTRICT 05	Nino Ivan	Zoom.Us 888-799-9666	02/09/2024	\$ 15.99	ZOOM ACCOUNT SUBSCRIPTION FOR VIRTUAL MEETINGS/OUTREACH
DISTRICT 05	Nino Ivan	Mailchimp	02/06/2024	\$ 13.00	MAILCHIMP MONTHLY SUBSCRIPTION FOR D5 NEWSLETTER/OUTREACH
DISTRICT 06	Maldonado Mariaelena	El Paso Times	01/24/2024	\$ 11.99	Newspaper subscription
DISTRICT 07	Jimenez Camilo	Eig	02/01/2024	\$ 91.00	newsletter service
DISTRICT 07	Jimenez Camilo	Sams Club #6502	01/26/2024	\$ 74.72	Cakes for the Pavo real senior center birthday bash on 01/26/2024
DISTRICT 08	Canales Jorge	Calendly	01/25/2024	\$ 144.00	Office tool for scheduling meetings internally and externally efficiently.
DISTRICT 08	Rodriguez Alma	El Paso Times	02/08/2024	\$ 1.05	Office El Paso Times newspaper subscription.
DISTRICT 08	Rodriguez Alma	Walgreens #5274	02/07/2024	\$ 7.98	Protective bubble wrap to mail proclamation to recipient.
DISTRICT 08	Rodriguez Alma	Paseo Del Sol Mexican Res	01/24/2024	\$ 30.95	District 8Community Meeting coffee for guests to encourage community to participate and engage in their local government outreach.
DISTRICT 08	Rodriguez Alma	Tst* District Coffee Co	01/22/2024	\$ 165.00	Beverage (hot chocolate) for Chihuahuita Community Center reopening celebration.
DISTRICT 08	Rodriguez Alma	Albertsons #1936	01/22/2024	\$ 11.97	Beverage (water) for Chihuahuita Community Center reopening celebration.
MAYORS OFFICE	Escobar Estrella	Dispute-Sout	01/02/2024	\$ (5.60)	Credit for unauthorized transaction on previous card 7485.
MAYORS OFFICE	Mendoza Irma	Sq *meza Trophies & Plaqu	02/16/2024	\$ 90.60	Mayor's Distinguished award was ordered for Ken Miyagishima, Former Mayor, City of Las Cruces. Award was presented by Mayor Oscar Leaser at the City Council meeting of February 13, 2024.
MAYORS OFFICE	Mendoza Irma	Primo Water	02/15/2024	\$ 55.05	Charge is for bottled water for the office.
MAYORS OFFICE	Mendoza Irma	Sq *meza Trophies & Plaqu	02/05/2024	\$ 90.60	Mayor's Distinguished Award was ordered for City Representative Alexsandra Annello. Award was presented by Mayor Oscar Leaser at the City Council meeting of January 30, 2024
MAYORS OFFICE	Mendoza Irma	Primo Water	02/01/2024	\$ 82.83	Bottled water for the office.
MAYORS OFFICE	Mendoza Irma	Primo Water	01/27/2024	\$ 9.26	Charge is for the water dispenser rental fee plus credit card surcharge.