

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

**AGENDA DATE:** April 23, 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 February 21, 2024 - March 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

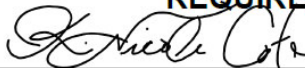
**PRIMARY DEPARTMENT:** City Manager's Office - Office of Management and Budget

**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**

02/21/2024 - 03/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
CITY ATTORNEY	Garcia Sandra	Lexisnexis Epic	03/19/2024	\$ 162.23	Subscription for LexisNexis for background research for different matters
CITY ATTORNEY	Garcia Sandra	Imla	03/14/2024	\$ 3,848.00	Renewal of membership for Attorneys for the Internationa Municipal Lawyers Association for year 2024
CITY ATTORNEY	Garcia Sandra	Residence Inn San Anto	03/08/2024	\$ 490.26	Roberta Brito Construction Law Annual conference in San Antonio.
CITY ATTORNEY	Garcia Sandra	Southwes	03/06/2024	\$ 483.95	Evan Reed flight to 1983 Litigation Seminar in Washington DC 04/18/2024
CITY ATTORNEY	Garcia Sandra	Residence Inn San Anto	03/05/2024	\$ 490.26	Matt Marquez to Construction Law Annual conference in San Antonio. approved KMN
CITY ATTORNEY	Garcia Sandra	National Association O	02/27/2024	\$ 1,295.00	NABL the Essentials 2024 Seminar registration for JSG. Approved by KMN
CITY ATTORNEY	Garcia Sandra	Delta Air	02/27/2024	\$ 596.20	Flight for JSG to attend NABL The Essentials 2024 seminar. approved by KMN
CITY ATTORNEY	Garcia Sandra	Sams Club#6246	02/21/2024	\$ 22.46	snacks and waters for attendees to ORR training on 02/22/2024
CITY ATTORNEY	Garcia Sandra	Southwes	02/20/2024	\$ 395.96	CLA travel to SAT for Prosecutors Seminar
CITY ATTORNEY	Garcia Sandra	State Bar Tx-Cle Web	02/21/2024	\$ 495.00	CLE. This course is designed and intended to keep the real estate practitioner informed of changes in law, court interpretation of various legal documents, and developments in technology and practice.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	03/19/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	03/14/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	03/12/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	03/12/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Residence Inn San Anto	03/08/2024	\$ 499.71	Charge for Hotel Stay to attend Legal Continuing Education.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	03/08/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	03/07/2024	\$ 7.50	Fee for uploading documents to the AG. The first receipt for 3/7/24 was inadvertently uploaded. The 2nd attachment is the correct receipt for
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	03/07/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	03/06/2024	\$ 7.50	Fee for uploading documents to the AG.

**Mayor and Council  
P-Card Transactions**

02/21/2024 - 03/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	03/04/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	03/04/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	03/04/2024	\$ 7.50	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	03/04/2024	\$ 5.00	Fee for uploading documents to the AG.
CITY ATTORNEY	Scott Belinda	Tbls	03/02/2024	\$ 200.00	Fee for Texas Board Specialization
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/27/2024	\$ 7.50	Fee for uploading documents to AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/27/2024	\$ 7.50	Fee for uploading documents to AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/27/2024	\$ 7.50	Fee for uploading documents to the AG Portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/27/2024	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/26/2024	\$ 7.50	Fee for uploading documents to AG Portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/23/2024	\$ 7.50	Fee for uploading documents to AG Portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/22/2024	\$ 7.50	Fee for uploading documents to the AG Portal.
CITY ATTORNEY	Scott Belinda	Residence Inn San Anto	02/21/2024	\$ 499.71	Payment for Hotel Stay at Residence Inn in Santonio for purposes of attending CLE.
CITY ATTORNEY	Scott Belinda	Construction Law Found	02/21/2024	\$ 850.00	Fee for Construction Seminar CLE.
CITY ATTORNEY	Scott Belinda	Southwes	02/20/2024	\$ 658.96	Southwest Flight to San Antonio to Attend CLE.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/20/2024	\$ 7.50	Fee for uploading document to AG Portal.
CITY ATTORNEY	Scott Belinda	Tx Oag Open Records	02/20/2024	\$ 7.50	Fee for uploading documents to AG Portal.
CITY MANAGER	Beard Jackie	Corner Bakery Cafe #1543	03/19/2024	\$ 140.00	Coffee and pastries for New Employee Orientation.
CITY MANAGER	Beard Jackie	Corner Bakery Cafe 1543	03/05/2024	\$ 140.00	Coffee and pastries for New Employee Orientation for March 4, 2024.

**Mayor and Council  
P-Card Transactions**

02/21/2024 - 03/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
CITY MANAGER	Beard Jackie	Amzn Mktp Us	03/01/2024	\$ 167.71	Training materials for New Employee orientation and office supplies for trainers.
CITY MANAGER	Beard Jackie	Amzn Mktp Us	02/28/2024	\$ 33.79	Sharpie 22480PP Flip Chart Markers Assorted Colors, 32 Markers for New Employee Orientations that occur every two weeks.
CITY MANAGER	Beard Jackie	Ispring Solutions, Inc	02/21/2024	\$ 870.00	E-Learning authoring tool to create e-learning courses and to create ADA accessible e-learning courses in compliance with Section 508.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	03/15/2024	\$ 30.00	Captions for City TV Programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	03/14/2024	\$ 28.40	Captions for City TV Programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	03/13/2024	\$ 10.00	Captions for City TV Programming.
CITY MANAGER	Cruz-Acosta Laura	Zoom.Us 888-799-9666	03/11/2024	\$ 15.99	Community Outreach and Media Interviews
CITY MANAGER	Cruz-Acosta Laura	Eig	03/07/2024	\$ 582.00	E-newsletter for City Newsletter and Community Outreach Purposes
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	03/07/2024	\$ 25.00	Captions for City TV Programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	03/08/2024	\$ 42.60	Captions for City TV Programming.
CITY MANAGER	Cruz-Acosta Laura	Facebk Jsx3lzpuk2	03/01/2024	\$ 9.29	Facebook ad for Climate Action Plan
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	02/29/2024	\$ 35.50	Caption for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Facebk U7v9xy7qv2	02/29/2024	\$ 65.00	Facebook Advertising for Climate Action Planning Community Meetings
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	02/29/2024	\$ 30.00	Captions for City TV Programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	02/29/2024	\$ 30.00	Captions for City TV Programming.
CITY MANAGER	Cruz-Acosta Laura	Zoom.Us 888-799-9666	02/28/2024	\$ 79.00	Community Webinar Services for MPC
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	02/23/2024	\$ 22.40	Closed captioning for City TV programming.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	02/23/2024	\$ 25.00	Closed captioning for City TV programming
CITY MANAGER	Esquivel Luz	Vocalbooth.Com, Inc.	03/05/2024	\$ 2,065.00	Purchase an audible vocal booth for City TV guys to record voice overlays on the City of El Paso videos.

**Mayor and Council  
P-Card Transactions**

02/21/2024 - 03/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
CITY MANAGER	Esquivel Luz	Regency Printing Inc	02/29/2024	\$ 42.00	Printing of table cards for the 2023 City of El Paso Employee Holiday Luncheon
CITY MANAGER	Esquivel Luz	Walmart.Com 8009666546	02/22/2024	\$ 24.85	Purchase power supply for Chambers monitor distribution system that has failed. Need to buy two, one will be a spare.
CITY MANAGER	Esquivel Luz	Sp Lume Cube, Inc.	02/21/2024	\$ 2,604.90	Equipment for City TV to use for recordings
CITY MANAGER	Isaias Ricardo	Gdp*xicali Inc	03/12/2024	\$ 42.00	Purchase balloons for the ribbon cutting ceremony for the Market at Cohen.
CITY MANAGER	Isaias Ricardo	Dispute-Audible*tk5sr3wk2	01/10/2024	\$ (16.18)	Credit for a subscription purchased with debit card that I did not authorized
CITY MANAGER	Isaias Ricardo	Dispute-Audible*rb6zr03i1	02/10/2024	\$ (16.18)	Credit for a subscription purchased with debit card that I did not authorized
CITY MANAGER	Jerome Tracey	Apple.Com/Bill	03/17/2024	\$ 0.99	iPhone storage monthly fee
CITY MANAGER	Jerome Tracey	Hilton Hotels	03/02/2024	\$ 466.86	Hotel invoice for approved travel to attend the Leadership Texas Conference for the Leadership Women in Dallas, TX.
CITY MANAGER	Lozano Martha	Wyndham	03/06/2024	\$ 195.55	National Youth Employment Coalition 2024 Annual Forum March 4-6, 2024
CITY MANAGER	Monsivais Rosa Maria	Southwes	03/05/2024	\$ 54.99	Airfare for Ian Voglewede to D.C. for ASC National Summit
CITY MANAGER	Monsivais Rosa Maria	Southwes	03/04/2024	\$ 681.96	Airfare for Ian Voglewede to D.C. for ASC National Summit
CITY MANAGER	Palacios Soraya Ayub	Bowie Bakery	02/28/2024	\$ 99.00	Hosted an event at one of our WIC facilities. Received approval from Mr. Cortinas to purchase food and beverage for the community attending the event.
CITY MANAGER	Palacios Soraya Ayub	Wm Supercenter #2201	02/21/2024	\$ 83.70	Hosted an event at one of our WIC facilities. Received approval from Mr. Cortinas to purchase food and beverage for the community attending the event.
DISTRICT 01	Saucedo Lizette	Eig	03/13/2024	\$ 358.14	Constant Contact email service.
DISTRICT 02	Ibarra Matthew	Otc Brands Inc	03/08/2024	\$ 104.93	Easter candy bags for attendees at city sponsored Easter event.
DISTRICT 02	Ibarra Matthew	Dollar General #19328	03/07/2024	\$ 8.45	Snacks for attendees at District 2 community meeting.
DISTRICT 02	Ibarra Matthew	Zoom.U.s 888-799-9666	03/06/2024	\$ 15.99	Subscription fee for video conference service for meetings.
DISTRICT 02	Ibarra Matthew	Target 00008490	03/04/2024	\$ 15.13	Office supplies. Tax to be reimbursed.
DISTRICT 02	Ibarra Matthew	Canva* I04081-0909978	03/05/2024	\$ 14.99	Subscription fee for graphic design software.

**Mayor and Council  
P-Card Transactions**

02/21/2024 - 03/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
DISTRICT 02	Ibarra Matthew	Mailchimp	03/04/2024	\$ 26.50	Subscription for newsletter service.
DISTRICT 02	Ibarra Matthew	Dollar General #19328	02/28/2024	\$ 10.45	Snacks for community meeting attendees.
DISTRICT 02	Ibarra Matthew	Albertsons #1936	02/22/2024	\$ 148.50	Cupcakes for City senior center event at San Juan for Valentines Day.
DISTRICT 02	Ibarra Matthew	Krispy Kreme #144	02/19/2024	\$ 30.58	Donuts for morning community meeting attendees.
DISTRICT 03	Hernandez Cassandra	Canva* I04090-56514246	03/14/2024	\$ 12.99	Monthly charge for graphic design making service for D3 office.
DISTRICT 03	Hernandez Cassandra	Eig	03/05/2024	\$ 52.00	Monthly charge for email distribution service for D3 office newsletter.
DISTRICT 03	Hernandez Cassandra	Zoom.U.s 888-799-9666	02/29/2024	\$ 15.99	Monthly charge for video conference service for D3 virtual meetings.
DISTRICT 03	Olivares Bettina	Sq *meza Trophies & Plaqu	02/26/2024	\$ 60.00	Plaque commemorating City approval to rename Ponder Park to James Crouch Park. Plaque presented to applicant at the 2.27.24 City Council Meeting
DISTRICT 04	Molinar Joe	Westin Austin Domain	02/27/2024	\$ (9.31)	Representative Molinar attended the TML Conference at Austin, Texas on February 2024. The urban lounge charge was a mistake, reason for the reimbursement.
DISTRICT 04	Molinar Joe	Westin Austin Domain	02/23/2024	\$ (6.50)	Representative Molinar attended the TML Conference at Austin, Texas on February 2024. The water charge was a mistake, reason for the reimbursement.
DISTRICT 04	Molinar Joe	Westin Austin Domain	02/23/2024	\$ 232.22	Representative Molinar attended the TML Conference at Austin, Texas on February 2024.
DISTRICT 04	Molinar Joe	Sq *taxi	02/22/2024	\$ 67.66	Representative Molinar attended the TML Conference at Austin, Texas on February 2024.
DISTRICT 05	Nino Ivan	Zoom.U.s 888-799-9666	03/09/2024	\$ 15.99	ZOOM ONLINE SUBSCRIPTION FOR ONLINE VIRTUAL MEETINGS.
DISTRICT 05	Nino Ivan	Mailchimp	03/06/2024	\$ 13.00	ONLINE SUBSCRIPTION FOR OUTREACH/NEWSLETTER.
DISTRICT 05	Nino Ivan	The Economist	02/24/2024	\$ 94.23	SUBSCRIPTION FOR THE ECONOMIST PER REP. SALCIDO.
DISTRICT 05	Nino Ivan	Canva* I04067-73856375	02/20/2024	\$ 12.95	Canva subscription for graphic design. Constituent outreach.
DISTRICT 06	Maldonado Mariaelena	Eig	03/05/2024	\$ (30.48)	Constant Contact subscription tax refund; newsletter communication with constituents
DISTRICT 06	Maldonado Mariaelena	Eig	03/04/2024	\$ 492.48	Constant Contact subscription; newsletter communication with constituents
DISTRICT 06	Maldonado Mariaelena	El Paso Times	02/23/2024	\$ 11.99	Newspaper Subscription

**Mayor and Council  
P-Card Transactions**

02/21/2024 - 03/20/2024

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	Amount	Description
DISTRICT 07	Jimenez Camilo	Amzn Mktp Us	03/16/2024	\$ 173.16	Eggs for LPNA Easter Egg Hunt 03/30/2024 Argal Park
DISTRICT 07	Jimenez Camilo	Eig	03/01/2024	\$ 91.00	Newsletter service
DISTRICT 07	Jimenez Camilo	Sams Club #8280	02/23/2024	\$ 81.96	Cakes for the Pavo Real Birthday Bash on 02/23/2024 at Pavo Real Senior Center
DISTRICT 08	Abbas Tatiana	Dunkin #351456 Q35	02/23/2024	\$ 224.04	Districted 8 co-hosted a free guided bus tour with the McCall Neighborhood Center of El Paso's Black history, provided coffee and donuts for guests of tour groups.
DISTRICT 08	Canales Jorge	El Paso Inc	03/18/2024	\$ 85.00	Office El Paso Inc online newspaper subscription.
DISTRICT 08	Canales Jorge	Squarespace Inc.	03/16/2024	\$ 20.00	Office Squarespace website management subscription.
DISTRICT 08	Rodriguez Alma	El Paso Times	03/08/2024	\$ 10.65	Office El Paso Times newspaper subscription.
DISTRICT 08	Rodriguez Alma	Michaels Stores 1672	02/26/2024	\$ 26.96	Frames for honorees of proclamations
DISTRICT 08	Rodriguez Alma	Albertsons #1006	02/23/2024	\$ 4.49	Cups for serving whipped cream to El Paso Animal Shelter Dogs at the Tail at the Times location during community event where volunteers walk the shelter dogs.
MAYORS OFFICE	Mendoza Irma	Primo Water	03/14/2024	\$ 73.57	Bottled water and credit card surcharge.
MAYORS OFFICE	Mendoza Irma	Office Depot #5101	03/05/2024	\$ 74.15	Office supplies.
MAYORS OFFICE	Mendoza Irma	Primo Water	02/29/2024	\$ 73.57	Bottled water and credit card surcharge.
MAYORS OFFICE	Mendoza Irma	Primo Water	02/24/2024	\$ 9.26	Dispenser rental fee and cc surcharge.