

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



DEPARTMENT: City Manager's Office

AGENDA DATE: 1/20/26

PUBLIC HEARING DATE:

CONTACT PERSON NAME: Sasho Andonoski

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 November 21, 2025 – December 20, 2025, for Mayor, City Council Representatives, City Attorney's Office, City Manager's Office and staff.

BACKGROUND / DISCUSSION:

Per FY 2026 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

COMMUNITY AND STAKEHOLDER OUTREACH:

N/A

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

N/A

REPORTING OF CONTRIBUTION OR DONATION TO CITY COUNCIL:

N/A

NAME	AMOUNT (\$)

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Sasho Andonoski Digitally signed by Sasho Andonoski
Date: 2026.01.05 16:46:31 -07'00'

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

P-Card Transactions

11/21/2025 - 12/22/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Garcia Sandra	Famous Daves Bbq West	11/20/2025	\$ 611.50	for reinforcing a high-performance culture and ensuring the Facilities staff feel seen and valued for their commitment. This lunch is a targeted investment in employee well-being
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/20/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	11/26/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	12/1/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	12/1/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	12/2/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	12/9/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	12/9/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	12/10/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	12/11/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	12/11/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	12/16/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	12/18/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Villegas Bergen	Southwes	11/21/2025	\$ 535.96	Purchase of round-trip flight for Deputy City Attorney, Sergio Estrada, to attend Construction Law Conference in Austin, TX.
CITY ATTORNEY	Villegas Bergen	Hilton Advpurch8002367113	11/22/2025	\$ 557.91	Purchase of room for Deputy City Attorney, Sergio Estrada, to attend Construction Law Conference CLE in Austin, Texas.

P-Card Transactions

11/21/2025 - 12/22/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Villegas Bergen	Construction Law Found	11/22/2025	\$ 273.50	Purchase of full-registration at discounted government employee rate for Deputy City Attorney, Sergio Estrada, to attend Construction Law CLE Conference in Austin, TX
CITY ATTORNEY	Villegas Bergen	Mylawcle.Com	11/24/2025	\$ 195.00	Purchase of Public Speaking recorded CLE webinar for City Attorney, Karla Nieman, to view and earn CLEs.
CITY ATTORNEY	Villegas Bergen	Southwes	11/25/2025	\$ 800.96	Purchase of round-trip flight for Senior Assistant City Attorney, Sarah Hartnett, to attend Open Government Conference in Austin, TX.
CITY ATTORNEY	Villegas Bergen	Hampton Inns	12/1/2025	\$ 379.19	Purchase of hotel room for 2 nights for Open Records Coordinator, April Cervantes, while attending Open Government Conference in Austin.
CITY ATTORNEY	Villegas Bergen	Dolan Consulting Group	12/2/2025	\$ 125.00	Purchase of webinar for Senior Assistant City Attorney, Eric Gutierrez, to earn CLEs.
CITY ATTORNEY	Villegas Bergen	Hampton Inns	12/3/2025	\$ 379.19	Purchase of hotel room for 2 nights for Open Records Coordinator, Erica Gandara, while attending Open Government Conference in Austin.
CITY ATTORNEY	Villegas Bergen	Hampton Inns	12/3/2025	\$ 379.19	Purchase of hotel room for 2 nights for Senior Assistant City Attorney, Sarah Hartnett, while attending Open Government Conference in Austin.
CITY ATTORNEY	Villegas Bergen	Texas Municipal League	12/17/2025	\$ 5,150.00	Purchase of live-webinar registration, Basic Municipal Law, for all Assistant City Attorney's, Deputy City Attorney's, and City Attorney, to view course and earn CLEs. No Travel.
DISTRICT 01	Acosta Gladys	Costco Whse #0768	12/5/2025	\$ 82.94	Supplies for District 1 Community Holiday Celebration
DISTRICT 01	Acosta Gladys	Mexican Specialty Product	12/8/2025	\$ 32.33	Decor & Supplies for District 1 Community Holiday Celebration
DISTRICT 01	Acosta Gladys	Wal-Mart #5717	12/10/2025	\$ 20.78	Food & Supplies for District 1 Community Holiday Celebration
DISTRICT 01	Acosta Gladys	Spo*I&jcafe	12/11/2025	\$ 800.37	Food for District 1 Community Holiday Celebration
DISTRICT 01	Acosta Gladys	Sams Club #8153	12/12/2025	\$ 29.92	Cookies for District 1 Connected Communities Shred Event & Resource Fair
DISTRICT 02	Carlos Diego	Sq *cafe Con Leche: Tiny	11/21/2025	\$ 2.81	Purchase made by mistake, reimbursement documents attached
DISTRICT 02	Carlos Diego	Canva* I04719-55304387	12/3/2025	\$ 14.99	graphic design service

P-Card Transactions

11/21/2025 - 12/22/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 02	Carlos Diego	Mailchimp	12/3/2025	\$ 26.50	newsletter service
DISTRICT 02	Carlos Diego	Sq *off The Grill	12/15/2025	\$ 225.00	Hot chocolate for District 2 fall festival at Sunrise Park held in early november.
DISTRICT 02	Carlos Diego	Sq *six Visions Llc	12/15/2025	\$ 100.00	Cotton candy for District 2 fall festival at Sunrise Park held in early november.
DISTRICT 03	Jimenez Melody	Linktree* Linktree	11/24/2025	\$ 15.91	D3 uses link tree for community meeting and for information to the community
DISTRICT 03	Jimenez Melody	Samsclub #6502	12/15/2025	\$ 36.43	Had snacks for volunteers for proclamation- border imperial squad
DISTRICT 03	Jimenez Melody	Sams Club.Com	12/19/2025	\$ 15.92	Christmas celebration for senior citizen center
DISTRICT 03	Jimenez Melody	Sams Club.Com	12/19/2025	\$ 49.44	Christmas celebration for senior center
DISTRICT 03	Maldonado-Rocha Deanna	Cci	12/5/2025	\$ 91.00	Monthly charge for email distribution service for D3 office newsletter.
DISTRICT 03	Maldonado-Rocha Deanna	Fj* Asourced	12/5/2025	\$ 945.83	Purchase made to provide holiday items for senior constituents as part of seasonal community outreach.
DISTRICT 03	Maldonado-Rocha Deanna	Canva* I04730-32417762	12/14/2025	\$ 12.99	Monthly charge for graphic design making service for D3 office.
DISTRICT 03	Maldonado-Rocha Deanna	Samsclub.Com	12/14/2025	\$ 49.44	Cupcakes purchased for Eastside Senior Center holiday celebration for senior participants and community engagement.
DISTRICT 03	Maldonado-Rocha Deanna	Google *google One	12/15/2025	\$ 2.12	The charge reflects a Google processing or authorization fee associated with the vendor's required Google checkout.
DISTRICT 04	Trejo Cynthia	Sq *naleo Educational Fun	12/5/2025	\$ 200.00	NALEO membership, which allows for valuable opportunities that set the standard for sound governance.
DISTRICT 04	Trejo Cynthia	Canva* I04727-63280400	12/11/2025	\$ 30.00	Professional Services: Software for District 4 Newsletters
DISTRICT 04	Trejo Cynthia	El Paso lsd	12/15/2025	\$ 27.00	Banner used for promotion at District 4 meetings and city related events.

P-Card Transactions

11/21/2025 - 12/22/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 05	Aguilar Mike	Wm Supercenter #3763	12/12/2025	\$ 142.75	Purchase for community event support; snacks and candy. Approved by City Council Resolution on June 10, 2025. Purchase in support of programming for youth, seniors, and other events in District 5.
DISTRICT 05	Aguilar Mike	El Prado Bakery Dc P	12/12/2025	\$ 97.95	Purchase for community event support; snacks and candy. Approved by City Council Resolution on June 10, 2025. Purchase in support of programming for youth, seniors, and other events in District 5.
DISTRICT 08	Abbas Tatiana	The Basil Garden Llc	11/24/2025	\$ 18.94	Coffee for Cafe con Chris Community Meeting for November 2025.
DISTRICT 08	Rodriguez Alma	Wal-Mart #1015	12/15/2025	\$ 20.82	Certificate frames for office
DISTRICT 08	Rodriguez Alma	Tst*cafe Mayapan	12/17/2025	\$ 1,174.40	For Tamales with Canales community gathering/meeting for December 2025.
DISTRICT 08	Rodriguez Alma	Economy Cash And Carry I	12/19/2025	\$ 213.24	Segundo Barrio Holiday Luncheon cohosted by District 8 and the Southside Neighborhood Association.

CITY COUNCIL SPECIAL PROJECTS OR DISCRETIONARY FUNDS EXPENDITURES

December 2025

DISTRICT	VENDOR	DATE	AMOUNT	DESCRIPTION
District 1	Amazon Capital Services Inc	12/4/2025	\$ 12.47	Balloon Stand Kit, Set of 2,
District 1	Amazon Capital Services Inc	12/4/2025	\$ 16.98	Bonropin Christmas Balloon Ga
District 3	UNITY THROUGH CREATIVITY FOUNDATION, INC	11/5/2025	\$ 700.00	Facilitation of the Animal Ser
District 8	WASTE CONNECTIONS INC	11/1/2025	\$ 412.59	20 yard Rolloff -garbage conta