

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



**DEPARTMENT:** City Manager's Office

**AGENDA DATE:** 8/19/25

**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 June 21, 2025 – July 20, 2025, for Mayor, City Council Representatives, City Attorney's Office, City Manager's Office and staff.

**BACKGROUND / DISCUSSION:**

Per FY 2025 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 state laws and policies.

**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: 2025.08.05 08:44:04 -06'00'

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

## CITY COUNCIL SPECIAL PROJECTS OR DISCRETIONARY FUNDS EXPENDITURES

JULY 2025

DISTRICT	VENDOR	DATE	AMOUNT	DESCRIPTION
DISTRICT 2	Joshua Acevedo	7/8/2025	\$ 348.84	Per Deim/Uber LPNC 07.9.2025
DISTRICT 2	Joshua Acevedo	7/25/2025	\$ 20.08	Reimburse Travel LPNC July '25
DISTRICT 8	EL PASO DISPOSAL LP	6/1/2025	\$ 550.00	Rental rollof D8 cleanup

# P-Card Transactions

06/21/2025 - 07/20/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Garcia Sandra	Horseshoe Bay Front Desk	6/20/2025	\$ (389.43)	Reimbursement adjustment from Hotel to charge correct CC
CITY ATTORNEY	Garcia Sandra	Horseshoe Bay Front Desk	6/22/2025	\$ 389.43	For Legal Staff to attend TCAA Summer conference.
CITY ATTORNEY	Garcia Sandra	Southwes	6/23/2025	\$ 822.37	for legal staff to attend IMLA - Construction Law Program
CITY ATTORNEY	Garcia Sandra	Hotel Providence	6/25/2025	\$ 573.86	For legal staff to attend IMLA - Construction Law Program
CITY ATTORNEY	Garcia Sandra	Southwes	6/25/2025	\$ 472.96	for legal staff to attend 2025-tadc-summer-meeting
CITY ATTORNEY	Garcia Sandra	Py *international Municip	6/30/2025	\$ 618.00	for Litigation division legal staff to attend Section 1983 Program - IMLA Summer Virtual Programming
CITY ATTORNEY	Garcia Sandra	Tmcec	7/1/2025	\$ 568.86	for prosecution legal staff Texas Municipal Courts Education Center - Prosecutors Seminar
CITY ATTORNEY	Garcia Sandra	Tmcec	7/1/2025	\$ 568.86	for prosecution legal staff to attend Texas Municipal Courts Education Center - Prosecutors Seminar
CITY ATTORNEY	Garcia Sandra	Wm Supercenter #2201	7/1/2025	\$ 32.92	Emergency supplies to accommodate first week of in office for all the staff to be able to work in office.
CITY ATTORNEY	Garcia Sandra	Wal-Mart #1015	7/3/2025	\$ 79.92	Emergency supplies to accommodate first week of in office for all the staff to be able to work in office.
CITY ATTORNEY	Garcia Sandra	Southwes	7/7/2025	\$ 630.96	for legal staff to attend the Real Estate Law 101 & Advanced Real Estate Law - TExas Bar CLE
CITY ATTORNEY	Garcia Sandra	Hyatt Hill Country Resor	7/7/2025	\$ 252.86	For legal staff to attend Real Estate Law 101 & Advanced Real Estate Law - TExas Bar CLE
CITY ATTORNEY	Garcia Sandra	Nmefile*012813721-0	7/8/2025	\$ 13.00	efiling fee for court
CITY ATTORNEY	Garcia Sandra	State Bar Tx-Cle Web	7/8/2025	\$ 940.00	for legal staff to attend the Real Estate Law 101 & Advanced Real Estate Law - TExas Bar CLE
CITY ATTORNEY	Garcia Sandra	Texas Association Of Defe	7/11/2025	\$ 858.50	for city attorney legal staff to attend TADC 2025 Summer Seminar
CITY ATTORNEY	Garcia Sandra	Hilton San Antnio Hill	7/12/2025	\$ 946.36	for legal staff to attend CLE seminar

# P-Card Transactions

06/21/2025 - 07/20/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Garcia Sandra	Hyatt Hill Country Resor	7/12/2025	\$ 1,343.92	For city attorney legal staff to attend Real Estate Law 101 & Advanced Real Estate Law - TExas Bar CLE
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	6/23/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	6/23/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	6/24/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	6/24/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	6/24/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	6/24/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	6/24/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	6/25/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	6/26/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	6/27/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	6/30/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/1/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/3/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/3/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/3/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/7/2025	\$ 7.50	Fee for uploading documents to the AG portal.

# P-Card Transactions

06/21/2025 - 07/20/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/8/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/8/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/9/2025	\$ 5.00	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/9/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/10/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/10/2025	\$ 5.00	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/10/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/10/2025	\$ 5.00	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/10/2025	\$ 5.00	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/14/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/14/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/14/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/14/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/15/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/15/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/16/2025	\$ 7.50	Fee for uploading documents to the AG portal.

# P-Card Transactions

06/21/2025 - 07/20/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/17/2025	\$ 7.50	Fee for uploading documents to the AG Portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	7/18/2025	\$ 7.50	Fee for uploading documents to the AG portal.
CITY MANAGER	Argumedo Angel	Southwes	6/26/2025	\$ 50.00	Southwest flight change for CFO, traveling back 1 day early.
CITY MANAGER	Argumedo Angel	Texas Municipal League	7/9/2025	\$ 45.00	Webinar for CFO Econ. Dev. Basics: From Incentives to Impact
CITY MANAGER	Cruz-Acosta Laura	Dispute-Eig*constantconta	6/14/2025	\$ (268.69)	Disputed case against Constant Contact for charges that cannot be verified.
CITY MANAGER	Cruz-Acosta Laura	Facebk *un8kquguk2	7/1/2025	\$ 91.83	Social media promotion for Chime In survey.
CITY MANAGER	Cruz-Acosta Laura	Eig	7/7/2025	\$ 703.00	E-Newsletter program used for community outreach for City programs, services and City TV
CITY MANAGER	Cruz-Acosta Laura	Zoom.Com 888-799-9666	7/11/2025	\$ 16.99	Program for media and community outreach.
CITY MANAGER	Cruz-Acosta Laura	Rev.Com	7/18/2025	\$ 45.43	Captions and subtitles for City TV programming.
CITY MANAGER	Esquivel Luz	Facebk *q34lxtguk2	6/20/2025	\$ 259.48	active Chime In social media ad/boost
CITY MANAGER	Esquivel Luz	Rev.Com	6/26/2025	\$ 45.43	Closed captions. Approved by Laura Cruz-Acosta
CITY MANAGER	Esquivel Luz	Rev.Com	6/26/2025	\$ 64.90	Closed captions. Approved by Laura Cruz-Acosta
CITY MANAGER	Esquivel Luz	Rev.Com	7/1/2025	\$ 77.88	Closed captions. Approved by Laura Cruz-Acosta
CITY MANAGER	Esquivel Luz	Regency Printing Inc	7/2/2025	\$ 670.00	Invoice was never paid. got approval from OMB to pay with card. This invoice was for the Chime-in biz cards.
CITY MANAGER	Esquivel Luz	Rev.Com	7/3/2025	\$ 51.92	Closed captions. Approved by Laura Cruz-Acosta
CITY MANAGER	Esquivel Luz	Rev.Com	7/11/2025	\$ 51.92	Closed captions. Approved by Laura Cruz-Acosta

# P-Card Transactions

06/21/2025 - 07/20/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY MANAGER	Lozano Martha	Jimmy Johns - 3398 - Moto	6/23/2025	\$ 59.85	Executive Session with City Council and Mayor. CM's request to provide a meal for their lunch meeting. Tax has been reimbursed by Martha Lozano (receipt attached)
CITY MANAGER	Lozano Martha	Icma Online	7/3/2025	\$ 890.00	CM Mack Registration for the 2025 ICMA Annual Conference in Oct. 25-29, 2025 Tampa FL
CITY MANAGER	Lozano Martha	Southwestai	7/11/2025	\$ 512.86	
CITY MANAGER	Monsivais Rosa Maria	Samsclub #6246	6/23/2025	\$ 120.20	Purchased snacks for City council members for work sessions and city council meetings
CITY MANAGER	Monsivais Rosa Maria	Chick-Fil-A #00033	6/26/2025	\$ 955.78	Purchased lunch for staff for FY26 Budget rehearsal0 for FY 26 budget rehearsal to mock city council - working lunch for Dept Heads, Assist. Dept Heads, Cm & CM Leadership team City Clerk, control roo
CITY MANAGER	Monsivais Rosa Maria	Corner Bakery Cafe #1529	6/27/2025	\$ 679.96	FY 26 Budget presentation rehearsal with mock city council- bought breakfast for City Dept heads & City Leadership and Assist Dept Heads
CITY MANAGER	Monsivais Rosa Maria	La Madeleine Catering	7/7/2025	\$ 710.97	Purchase lunch for Work Session meeting - FY 26 Budget Presentations fto Mayor & City Council Working lunch meeting
CITY MANAGER	Monsivais Rosa Maria	Jasons Deli El Paso F	7/8/2025	\$ 1,038.85	Purchased lunch- for working lunch FY26 Budget Presentations for Mayor & Council, City Manager Leadership
CITY MANAGER	Sepulveda Denice	Lowes #02928	6/30/2025	\$ 39.84	Purchase of keys for the office now with the return back to work for the new folks on the team. Approved by Roman Sanchez
CITY MANAGER	Voglewede Stephen	Grand Hyatt Washington	7/2/2025	\$ 852.23	lodging for conference
DISTRICT 02	Carlos Diego	Sq *off The Grill	6/23/2025	\$ 600.00	senior center father's day celebration
DISTRICT 02	Carlos Diego	Canva* I04566-73735316	7/3/2025	\$ 14.99	graphic design software
DISTRICT 02	Carlos Diego	Mailchimp	7/3/2025	\$ 26.50	newsletter service
DISTRICT 03	Jimenez Melody	Sams Club #6502	7/17/2025	\$ 40.98	To commemorate 100 years for a community center resident
DISTRICT 03	Maldonado-Rocha Deanna	Amazon Mktplace Pmts	6/20/2025	\$ (124.47)	Two speaker orders were placed by mistake; one was returned and \$124.47 was refunded to the City card.
DISTRICT 03	Maldonado-Rocha Deanna	Samsclub #8280	7/3/2025	\$ 141.61	The purpose of this request was to support the El Paso Del Norte Lions 4th of July Parade, specifically for the purchase of candy and water to distribute during the event.



# P-Card Transactions

06/21/2025 - 07/20/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 03	Maldonado-Rocha Deanna	Eig	7/5/2025	\$ 91.00	Monthly charge for email distribution service for D3 office newsletter.
DISTRICT 03	Maldonado-Rocha Deanna	Canva* I04577-63664117	7/14/2025	\$ 12.99	Monthly charge for graphic design making service for D3 office.
DISTRICT 04	Trejo Cynthia	Mailchimp	6/20/2025	\$ 20.00	Mailchimp is used to send communications to district 4's constituents by email
DISTRICT 04	Trejo Cynthia	Paypal	6/30/2025	\$ 56.84	Polos shirts with City logo - professional uniform
DISTRICT 04	Trejo Cynthia	Paypal	7/1/2025	\$ 56.83	Polos shirts with City logo - professional uniform
DISTRICT 04	Trejo Cynthia	Paypal	7/10/2025	\$ (8.67)	Polos shirts with City logo - professional uniform
DISTRICT 04	Trejo Cynthia	Canva* I04574-78033171	7/11/2025	\$ 30.00	App - for graphic design
DISTRICT 04	Trejo Cynthia	Mailchimp	7/20/2025	\$ 20.00	MailChimp is used to send communication to district 4 constituents by email
DISTRICT 05	Nino Ivan	Dollar Tree	6/21/2025	\$ 37.35	PURCHASE FOR SUPPLES RE: PARADE PARTICIPATION ON 6/21. TAX REIMBURSEMENT ATTACHED WITH RECEIPT.
DISTRICT 05	Nino Ivan	Sq *naleo Educational Fun	6/29/2025	\$ 200.00	NALEO MEMBERSHIP 2025.
DISTRICT 05	Nino Ivan	Costco Whse #0768	7/19/2025	\$ 303.47	SUPPORT FOR MOVIES AT THE PARK, APPROVED BY RESOLUTION 3/24/2015. Fund: 2205 Division: 10040 Account: 544200 Project: PDIST5MOVIE Activity: OTHER. VERIFIED USE.
DISTRICT 06	Fierro Art	Franks Supply Co El Pa	7/7/2025	\$ 67.63	Generator for Movies at the Park at Dick Shinaut Park
DISTRICT 06	Maldonado Mariaelena	Swank Motion Pictures In	7/1/2025	\$ 510.00	Movie rights for Emperor's New Groove for Movies at the Park, Dick Shinaut Park
DISTRICT 06	Maldonado Mariaelena	Wave - *jc Hot Tubs	7/2/2025	\$ 200.00	Projector, screen, speakers rental for Movies at the Park at Dick Shinaut
DISTRICT 07	Saucedo Lizette	Gannettnewsprtx-Nm-Co	7/7/2025	\$ 40.00	Newspaper subscription
DISTRICT 07	Saucedo Lizette	Twp*promo76267570	7/15/2025	\$ 30.91	Subscription to Washington Post

P-Card Transactions

06/21/2025 - 07/20/2025

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 08	Rodriguez Alma	Sqsp* Inv184745046	6/25/2025	\$ (22.18)	Reimbursement for sales tax for District 8 Office newsletter tool for sharing information, updates, and for reaching subscribers.
DISTRICT 08	Rodriguez Alma	The Event Helper, Inc.	7/16/2025	\$ 306.00	Event Insurance for Segundo Barrio Block Party 2025.