

**CITY OF EL PASO, TEXAS
AGENDA SUMMARY FORM**



DEPARTMENT / COUNCIL OFFICE:

AGENDA DATE:

PUBLIC HEARING DATE:

CONTACT PERSON NAME:

PHONE NUMBER:

2nd CONTACT PERSON NAME:

PHONE NUMBER:

DISTRICT(S) AFFECTED:

AGENDA ITEM:

ISSUE STATEMENT:

BACKGROUND:

COUNCIL OPTIONS:

COMMITTEE REVIEW AND/OR RECOMMENDATION:

COMMUNITY AND STAKEHOLDER OUTREACH (if applicable, as an attachment) – please include:

RELATED CITY POLICIES:

PRIOR COUNCIL ACTION:

LEGAL REVIEW:

Legal counsel reviewed as a part of Council packet

Legal counsel reviewed in advance of packet as an individual item

AMOUNT AND SOURCE OF FUNDING:

REPORTING OF CONTRIBUTION OR DONATION TO CITY COUNCIL:

NAME	AMOUNT (\$)

ATTACHMENTS:

FOR MORE INFORMATION:

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

SIGNATURE: _____

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

P-Card Transactions

01/21/2026 - 02/20/2026

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Garcia Sandra	Fedex Offic47700004770	1/22/2026	\$ 75.28	to ship new laptop to paralegal Sarah Chamberlain who is permanently working out of the state for the Office of the City Attorney. Her laptop was old and obsolete and required an upgrade
CITY ATTORNEY	Garcia Sandra	Fsp*state Bar Of New Mexi	2/4/2026	\$ 154.50	For City Attorney Karla Nieman to keep her NM state bar membership in case of litigation case in the state of NM where she needs to participate.
CITY ATTORNEY	Garcia Sandra	Nmstatebar	2/4/2026	\$ 544.87	Approved by City Attorney for Attorney Carlos Gomez to get annual membership for the NM state bar justified by Pending City litigation in the state of NM.
CITY ATTORNEY	Garcia Sandra	Wm Supercenter #1015	2/4/2026	\$ 46.01	For attorneys to attend streaming of Ridley Fletcher webinar. Per our p-card policy 5.1 The meeting is more than four (4) hours and separate breaks would be disruptive to the meeting objectives.
CITY ATTORNEY	Garcia Sandra	Einstein Bros Bagels 4	2/5/2026	\$ 94.55	For attorneys to attend streaming of Ridley Fletcher webinar. Per our p-card policy 5.1 The meeting is more than four (4) hours and separate breaks would be disruptive to the meeting objectives.
CITY ATTORNEY	Garcia Sandra	Walgreens #15371	2/5/2026	\$ 10.79	Emergency utensils for lunch on Ridley Fletcher seminar streaming, approved by City Attorney Karla Nieman
CITY ATTORNEY	Garcia Sandra	Sq *healthy Bite	2/5/2026	\$ 368.21	For attorneys to attend to streaming of Ridley Fletcher Seminar. Per p-card policy 5.1 The meeting is more than four (4) hours and separate breaks would be disruptive to the meeting objectives.
CITY ATTORNEY	Garcia Sandra	Res*tx Court Fee	2/5/2026	\$ 20.55	for Paralegal Jose Piedra to do litigation investigation per Deputy City Attorney
CITY ATTORNEY	Garcia Sandra	Einstein Bros Bagels 4	2/6/2026	\$ 110.59	5.1 The meeting is more than four (4) hours and separate breaks would be disruptive to the meeting objectives. 5.2 The meeting is taking place during a meal time and employees or officers are required
CITY ATTORNEY	Garcia Sandra	American Arbitration	2/9/2026	\$ 205.20	Initial arbitration fee for case 01-26-0000-4588
CITY ATTORNEY	Garcia Sandra	Www.Pacer.Gov	2/9/2026	\$ 101.80	balance for Public Access to court electronic records for litigation division for active litigation cases.
CITY ATTORNEY	Garcia Sandra	Hilton Advpurch8002367113	2/18/2026	\$ 555.02	Purchase of hotel for Assistant City Attorney, Mona Heydarian, to stay 2 nights at over-flow hotel while attending Land Use Conference in Austin. Host-hotel sold-out.
CITY ATTORNEY	Garcia Sandra	Southwes	2/18/2026	\$ 504.81	Purchase of roundtrip flight for Assistant City Attorney, Mona Heydarian, to attend Land Use Conference in Austin, TX,
CITY ATTORNEY	Garcia Sandra	Training Llc	2/18/2026	\$ 149.00	Purchase of live-webinar registration The Expanding Scope of Health Privacy Law: Federal, State, and Litigation Trends, for Assistant City Attorney, Mona Heyd, to view course and earn CLEs. No Travel.
CITY ATTORNEY	Garcia Sandra	Texas Municipal Clerks	2/20/2026	\$ 234.00	Per City Attorney request purchase replacement books to update the department law library, the last versions were obsolete.

P-Card Transactions

01/21/2026 - 02/20/2026

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Garcia Sandra	Texas Municipal Clerks	2/20/2026	\$ 234.00	Per City Attorney request purchase replacement books to update the department law library, the last versions were obsolete.
CITY ATTORNEY	Garcia Sandra	Texas Municipal Clerks	2/20/2026	\$ 234.00	Per City Attorney request purchase replacement books to update the department law library, the last versions were obsolete.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	1/20/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	1/20/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	1/20/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	1/21/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	1/22/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	1/22/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	1/26/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	1/26/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	1/26/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	1/28/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	1/29/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	1/29/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	1/29/2026	\$ 7.50	Fee for uploading documents to the AG portal.

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01/21/2026 - 02/20/2026

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	1/29/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	1/29/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/4/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/5/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/5/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/5/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/6/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/6/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/9/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/9/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/9/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/13/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/16/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/16/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/16/2026	\$ 7.50	Fee for uploading documents to the AG portal.

P-Card Transactions

01/21/2026 - 02/20/2026

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/16/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/17/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/19/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/19/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Scott Belinda	Res*tx Court Fee	2/3/2026	\$ 3.55	Payment for copies from case filed in Dallas County District Clerks.
CITY ATTORNEY	Villegas Bergen	Southwes	1/27/2026	\$ 684.81	Purchase of roundtrip flight for Deputy City Attorney, Josette Flores, to attend UHLC Government Recruitment and Public Interest Table Talk in Houston, TX.
CITY ATTORNEY	Villegas Bergen	Tmcec	2/3/2026	\$ 484.54	Purchase of full event registration for Assistant City Attorney, Carlos Armendariz, to attend TMCEC Prosecutor Seminar in San Antonio, TX and earn CLEs.
CITY ATTORNEY	Villegas Bergen	Southwes	2/6/2026	\$ 280.80	Purchase of roundtrip flight for Assistant City Attorney, Carlos Armendariz, to attend TMCEC Prosecutor Seminar in San Antonio, TX.
CITY ATTORNEY	Villegas Bergen	Texas Municipal League	2/10/2026	\$ 45.00	Purchase of recorded TML webinar Governance Sync - Strengthening Council-Manager Partnership, for City Attorney, Karla M. Nieman, to view course and earn CLEs. No Travel.
CITY ATTORNEY	Villegas Bergen	Simplivlearning	2/11/2026	\$ 199.00	Purchase of recorded webinar "How to Use Copilot in Outlook & Teams" for Assistant to City Attorney, Angela Riggs.
CITY ATTORNEY	Villegas Bergen	Training Llc	2/12/2026	\$ 149.00	Purchase of recorded webinar, Federal State and Litigation Trends, for Assistant City Attorney, Mona Heydarian, to view course and earn CLEs. No Travel.
CITY MANAGER	Esquivel Luz	Canva* I04769-51668421	1/22/2026	\$ 120.00	Paid annual renewal Canva subscription for District 5 office. Rep Nino forgot to update the Pcard to his and mine was charged. He has now updated the Pcard.
DISTRICT 01	Acosta Gladys	Dunkin #364105	1/24/2026	\$ 41.97	Donuts for Community Meeting
DISTRICT 01	Chavez Alejandra	Southwes	2/10/2026	\$ 715.40	Flights to National League of Cities Congressional City Conference. Attending this conference serves the municipal purpose of setting the standard for sound governance.
DISTRICT 01	Chavez Alejandra	National Le	2/12/2026	\$ 745.00	Registration for National League of Cities Congressional City Conference Registration. Attending this conference serves the municipal purpose of setting the standard for sound governance.

P-Card Transactions

01/21/2026 - 02/20/2026

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 02	Carlos Diego	Canva* I04781-57468630	2/3/2026	\$ 14.99	graphic design service for social media and other office uses
DISTRICT 02	Carlos Diego	Mailchimp	2/3/2026	\$ 26.50	newsletter service
DISTRICT 03	Jimenez Melody	Taco Cabana 20272	1/20/2026	\$ 54.10	Food for Proclamation for Krystal Poppin Day
DISTRICT 03	Jimenez Melody	Linktree* Linktree	1/24/2026	\$ 15.96	Linktree for constituent information and communication
DISTRICT 03	Jimenez Melody	Samsclub #6502	1/28/2026	\$ 36.94	snacks for Big Brothers Big Sisters proclamation
DISTRICT 03	Jimenez Melody	Samsclub #6502	2/11/2026	\$ 135.76	Roses for seniors at Valentines Coronation Senior Center
DISTRICT 03	Jimenez Melody	Samsclub #6502	2/12/2026	\$ 118.79	Roses for seniors at Valentines Coronation Senior center
DISTRICT 03	Jimenez Melody	Samsclub #6502	2/18/2026	\$ 36.40	snacks and drinks for Community meeting
DISTRICT 03	Maldonado-Rocha Deanna	Cci	2/5/2026	\$ 91.00	Monthly charge for email distribution service for D3 office newsletter.
DISTRICT 03	Maldonado-Rocha Deanna	Southwes	2/13/2026	\$ 473.40	Airline expense for travel to attend the Congressional City Conference in Washington, D.C., March 16–18, supporting official City representation and conference participation.
DISTRICT 03	Maldonado-Rocha Deanna	Hotelcom73373450624287	2/13/2026	\$ 1,409.38	Hotel stay for attendance at the Congressional City Conference in Washington, D.C., March 16–18, supporting City representation and participation in conference activities.
DISTRICT 03	Maldonado-Rocha Deanna	Canva* I04792-41149971	2/14/2026	\$ 12.99	Monthly charge for graphic design making service for D3 office.
DISTRICT 03	Maldonado-Rocha Deanna	National Le	2/14/2026	\$ 745.00	Purchase for participation in the Congressional City Conference in Washington, D.C., supporting City representation and professional development.
DISTRICT 04	Trejo Cynthia	Canva* I04789-67081925	2/11/2026	\$ 30.00	Professional Services: software for District 4 Newsletters
DISTRICT 05	Aguilar Mike	El Prado Bakery Dc P	1/20/2026	\$ 27.71	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.

P-Card Transactions

01/21/2026 - 02/20/2026

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 05	Aguilar Mike	Panera Bread #606442 O	1/21/2026	\$ 31.95	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.
DISTRICT 05	Aguilar Mike	Capcut	2/2/2026	\$ 179.99	Annual Subscription to support video editing needs for constituent outreach used to communicate updates and information to constituents.
DISTRICT 05	Aguilar Mike	Costco Whse #0768	2/12/2026	\$ 65.00	Representative Niño Yearly Membership for Purchasing needs
DISTRICT 05	Aguilar Mike	Costco Whse #0768	2/12/2026	\$ 132.77	Purchase for community event support 2/13 at The Beast. 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	Wm Supercenter #3763	2/13/2026	\$ 142.37	Purchase for community event support 2/13 @ The Beast. Approved by City Council Resolution on June 10, 2025. Purchase in support of programming for youth, seniors, and other events in District 5.
DISTRICT 06	Maldonado Mariaelena	Cci	2/4/2026	\$ 479.50	Constant Contact yearly subscription to send newsletter and communications.
DISTRICT 06	Maldonado Mariaelena	Wal-Mart #3763	2/6/2026	\$ 15.43	Sugar, honey, and bags for community event held on 2.7.2026
DISTRICT 06	Maldonado Mariaelena	Office Depot #195	2/6/2026	\$ 12.00	Butter cookies for community event that happened 2.7.2026
DISTRICT 06	Maldonado Mariaelena	Southwes	2/13/2026	\$ 705.41	Flight to D.C. to attend National League of Cities Congressional City Conference
DISTRICT 06	Maldonado Mariaelena	National Le	2/14/2026	\$ 745.00	National League of Cities Congressional City Conference registration
DISTRICT 08	Rodriguez Alma	Wm Supercenter #1015	1/27/2026	\$ 71.68	District 8 monthly community meeting snacks for community members attending.
DISTRICT 08	Rodriguez Alma	Peters German Grill & Ba	2/13/2026	\$ 23.40	District 8 community meeting open house style on 2/13/2026 for city/district 8 to engage and participate with their city representative and their local government.

CITY COUNCIL SPECIAL PROJECTS OR DISCRETIONARY FUNDS EXPENDITURES

February 2026

DISTRICT	VENDOR	DATE	AMOUNT	DESCRIPTION
District 6	Amazon Capital Services Inc	1/30/2026	\$ 19.59	Royal Dansk Danish Butter Co
District 6	Amazon Capital Services Inc	1/30/2026	\$ 5.69	Yowamho 1000Pcs Fuse Beads -
District 6	Amazon Capital Services Inc	1/30/2026	\$ 9.99	Yowamho 3000Pcs Beads Fuse Be
District 6	Amazon Capital Services Inc	1/30/2026	\$ 3.99	REEMTOO 50PCS Bulk Keychains
District 6	Amazon Capital Services Inc	1/30/2026	\$ 9.99	Yowamho 3000Pcs Fuse Beads -
District 6	Amazon Capital Services Inc	1/30/2026	\$ 9.99	Yowamho 3000Pcs Fuse Beads -
District 6	Amazon Capital Services Inc	1/28/2026	\$ 2.23	Amazon Grocery, Chamomile Her
District 6	Amazon Capital Services Inc	1/28/2026	\$ 1.98	Amazon Grocery, Peppermint He
District 6	Amazon Capital Services Inc	1/28/2026	\$ 2.28	Amazon Basics Reclosable Sand
District 6	Amazon Capital Services Inc	1/28/2026	\$ 7.59	ZIQON 30PCS Plastic Tweezers
District 6	Amazon Capital Services Inc	1/28/2026	\$ 2.58	Amazon Brand - Happy Belly Ea
District 6	Amazon Capital Services Inc	2/2/2026	\$ (19.59)	Royal Dansk Danish Cookies
District 6	Amazon Capital Services Inc	2/2/2026	\$ (9.99)	Yowamho 3000Pcs white beads