

**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

02/21/2026 - 03/20/2026

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Garcia Sandra	Ut Cont Legal Educ	2/24/2026	\$ 725.00	Purchase of full event registration for Assistant City Attorney, Mona Heydarian, to attend Land Use Conference in Austin, TX. and earn CLEs. credits
CITY ATTORNEY	Garcia Sandra	Southwes	3/10/2026	\$ 458.39	for Attorney Sarah Harnett to fly to Washington, D. C. to attend 2026 Mid-Year IMLA Seminar
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/20/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	2/25/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/2/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/2/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/2/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/2/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/2/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/3/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/3/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/3/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/3/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/3/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/4/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/4/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/4/2026	\$ 7.50	Fee for uploading documents to the AG portal.

P-Card Transactions

02/21/2026 - 03/20/2026

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/6/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/9/2026	\$ 7.50	Fee for uploading documents to the AG Portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/9/2026	\$ 7.50	Fee for uploading documents to the AG Portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/10/2026	\$ 7.50	Fee for uploading documents to the AG Portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/10/2026	\$ 7.50	Fee for uploading documents to the AG Portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/11/2026	\$ 7.50	Fee for uploading documents to the AG Portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/11/2026	\$ 7.50	Fee for uploading documents to the AG Portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/11/2026	\$ 7.50	Fee for uploading documents to the AG Portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/16/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/16/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/17/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/18/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/18/2026	\$ 7.50	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/18/2026	\$ 5.00	Fee for uploading documents to the AG portal.
CITY ATTORNEY	Leyva Jacqueline	Attorney General Of Te	3/19/2026	\$ 7.50	Fee for uploading documents to the AG portal.

P-Card Transactions

02/21/2026 - 03/20/2026

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
CITY ATTORNEY	Villegas Bergen	State Bar Tx-Cle Web	2/25/2026	\$ 445.00	Purchase of recorded webinar, Damages in Civil Litigation, for Assistant City Attorney, Matt Marquez, to view course and earn CLEs. No Travel.
CITY ATTORNEY	Villegas Bergen	State Bar Tx-Cle Web	2/25/2026	\$ 445.00	Purchase of recorded webinar, Damages in Civil Litigation, for Assistant City Attorney, Miguel Talamantes, to view course and earn CLEs. No Travel.
CITY ATTORNEY	Villegas Bergen	Tmcec	3/6/2026	\$ 100.00	Texas Municipal Courts Education Center reporting CLE fee to State Bar of Texas for Assistant City Attorney, Carlos Armendariz. Earned while attending TMCEC Prosecutor Seminar in San Antonio, TX.
CITY MANAGER	Esquivel Luz	Southwes	2/26/2026	\$ 1,287.40	As Travel HUB for Mayor and Council Depart. I purchased airfare for Rep Trejo and staff to attend the NLC CCC on March 2026
CITY MANAGER	Esquivel Luz	Southwes	3/3/2026	\$ 474.02	Rep Trejo's staff gave me the wrong departure date. Approval was obtained to change flight to correct date. this is for attending the NLC CCC in March 2026
DISTRICT 01	Acosta Gladys	Wm Supercenter #4366	2/26/2026	\$ 76.12	Supplies for Community Meetings
DISTRICT 01	Acosta Gladys	Canva* Paaaahcgrldu7tbq	3/19/2026	\$ 1.00	Verification process Charge for Canva. Office updated card on file.
DISTRICT 01	Acosta Gladys	Canva* Paaaahcgrldu7tbq	3/19/2026	\$ (1.00)	Verification process Reimbursement for Canva. Office updated card on file.
DISTRICT 02	Carlos Diego	City Of El Paso - Ecm	3/3/2026	\$ 509.90	sponsoring of city hall parking lot for pride festival event
DISTRICT 02	Carlos Diego	Canva* I04809-57383206	3/3/2026	\$ 14.99	graphic design subscription
DISTRICT 02	Carlos Diego	Mailchimp	3/3/2026	\$ 26.50	newsletter service
DISTRICT 03	Jimenez Melody	Linktree* Linktree	2/24/2026	\$ 15.96	to pay for the link tree to give information to constituents
DISTRICT 03	Jimenez Melody	Sams Club.Com	2/27/2026	\$ 102.94	snacks for people attending district 3 open house at satellite
DISTRICT 03	Jimenez Melody	Sams Club #6502	3/2/2026	\$ 39.07	light breakfast and cookies for proclamations
DISTRICT 03	Jimenez Melody	Dollartree	3/2/2026	\$ 11.10	ribbon, bags and trays for proclamations cookies
DISTRICT 03	Jimenez Melody	Sams Club #6502	3/3/2026	\$ 50.44	light snacks for people attending community meeting

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02/21/2026 - 03/20/2026

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 03	Maldonado-Rocha Deanna	Cci	3/5/2026	\$ 91.00	Monthly charge for email distribution service for D3 office newsletter.
DISTRICT 03	Maldonado-Rocha Deanna	Canva* I04820-36465845	3/14/2026	\$ 12.99	Monthly charge for graphic design making service for D3 office.
DISTRICT 04	Trejo Cynthia	National Le	2/26/2026	\$ 810.00	Legislative Purpose: Conference Registration
DISTRICT 04	Trejo Cynthia	National Le	2/26/2026	\$ 400.00	Legislative Purpose: Conference Registration
DISTRICT 04	Trejo Cynthia	Embassy Suites	3/4/2026	\$ 1,906.23	Lodging
DISTRICT 04	Trejo Cynthia	Canva* I04817-65176862	3/11/2026	\$ 30.00	Professional Services- Software for District 4 Newsletters
DISTRICT 04	Trejo Cynthia	National Le	3/12/2026	\$ (65.00)	Meal expense (breakfast) – reimbursement received
DISTRICT 04	Trejo Cynthia	National Le	3/13/2026	\$ (65.00)	Meal expense (breakfast) – reimbursement received
DISTRICT 04	Trejo Cynthia	Uber *trip	3/16/2026	\$ 10.95	Rideshare: Transportation
DISTRICT 04	Trejo Cynthia	Uber *trip	3/16/2026	\$ 16.93	Rideshare: Transportation
DISTRICT 04	Trejo Cynthia	Uber *trip	3/16/2026	\$ 16.78	Rideshare: Transportation
DISTRICT 04	Trejo Cynthia	Uber *trip	3/16/2026	\$ 12.36	Rideshare: Transportation
DISTRICT 04	Trejo Cynthia	Uber *trip	3/16/2026	\$ 22.72	Rideshare: Transportation
DISTRICT 04	Trejo Cynthia	Uber *trip	3/18/2026	\$ 18.95	Rideshare Transportation

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02/21/2026 - 03/20/2026

DEPARTMENT	CARDHOLDER	VENDOR	TRAN DATE	AMOUNT	DESCRIPTION
DISTRICT 04	Trejo Cynthia	Uber *trip	3/18/2026	\$ 20.99	Rideshare: Transportation
DISTRICT 04	Trejo Cynthia	Uber Trip* Trip	3/20/2026	\$ 19.93	Rideshare: Transportation
DISTRICT 06	Fierro Art	Uber *trip	3/15/2026	\$ 53.46	Uber ride from airport to hotel
DISTRICT 06	Fierro Art	Marriott Marquis Wash	3/18/2026	\$ 26.50	Hotel charge for National League of Cities Congressional Cities Conference. Representative Fierro reimbursed the city for this charge on 3/24/2026
DISTRICT 06	Fierro Art	Marriott Marquis Wash	3/18/2026	\$ 1,651.12	Hotel stay for National League of Cities Congressional Cities Conference. Representative Fierro is part of Hispanic Elected Local Officials board.
DISTRICT 06	Fierro Art	Uber *trip	3/18/2026	\$ 8.02	Uber tip, per policy tip was not over 15%
DISTRICT 06	Maldonado Mariaelena	National Le	3/13/2026	\$ 100.00	Representative Fierro is part of Hispanic Elected Local Officials board. National League of Cities Congressional Cities Conference HELO Meeting and Dinner.
DISTRICT 08	Rodriguez Alma	Ardovinos 1	3/9/2026	\$ 24.15	District 8 Cafe con Chris, community meeting open house style.
DISTRICT 08	Rodriguez Alma	Sqsp* Domain#226566480	3/16/2026	\$ 20.00	District 8 Office newsletter tool for sharing information, updates, and for reaching constituents.

CITY COUNCIL SPECIAL PROJECTS OR DISCRETIONARY FUNDS EXPENDITURES

March 2026

DISTRICT	VENDOR	DATE	AMOUNT	DESCRIPTION
DISTRICT 3	KNOTTS INC	2/15/2026	\$ 184.63	Open PO for banners, flyers, a
DISTRICT 6	Amazon Capital Services Inc	2/26/2026	\$ 11.39	Legigo 50 Pcs 30mm Coco Coir
DISTRICT 6	Amazon Capital Services Inc	2/26/2026	\$ 5.49	Amazon Basics Disposable Clea
DISTRICT 6	Amazon Capital Services Inc	2/26/2026	\$ 8.99	AROIC Small Paint Brushes Bul
DISTRICT 6	Amazon Capital Services Inc	2/26/2026	\$ 9.99	Pureegg Plastic Table Cloth D
DISTRICT 6	Amazon Capital Services Inc	2/26/2026	\$ 43.98	FCFKUK 24pcs Small Mini Clay
DISTRICT 8	EL PASO DISPOSAL LP	12/1/2025	\$ 968.40	2-30 YD Roll off (D8 cleanup)