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**CITY of EL PASO**  
EMPLOYEES RETIREMENT TRUST

**AGENDA FOR THE ADMINISTRATIVE SERVICES COMMITTEE MEETING  
TO BE HELD MONDAY, JANUARY 26, 2026 AT 9:00 A.M.  
RETIREMENT TRUST ADMINISTRATION BUILDING, 1039 CHELSEA**

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- Item 1. Discussion and action regarding the job description and recruitment for the Retiree Benefits Supervisor.
- Item 2. Discussion and action regarding vacation accruals for staff employees.
- Item 3. Discussion and action regarding irrevocable elections made by some contract employees.
- Item 4. Discussion and action regarding the use of sick leave and vacation by former City employees who are hired by the Trust.

**EXECUTIVE SESSION**

The Committee will retire into EXECUTIVE SESSION pursuant to the Texas Government Code, Sections 551.071-551.076 and Section 551.078 to discuss any of the following:

Section 551.071 CONSULTATION WITH ATTORNEY  
Section 551.072 DELIBERATION REGARDING REAL PROPERTY  
Section 551.074 PERSONNEL MATTERS  
Section 551.075 CONFERENCE WITH EMPLOYEES  
Section 551.076 DELIBERATION REGARDING SECURITY DEVICES  
Section 551.078 DELIBERATION REGARDING DISABILITY APPLICANT'S MEDICAL RECORDS

Posted this 20th day of January 2026 at 9:27 A.M./P.M.

By: [Signature] Karina Chavez  
For Karina Chavez

Sign language interpreters will be provided for this meeting upon request. Request must be made to the Retirement Trust Office (telephone: 212-0112) a minimum of 24 hours prior to the posted date and time of this meeting.

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**OUR VISION**

Provide sustainable retirement benefits and services to current and future retirees.

**OUR MISSION**

City of El Paso Employees Retirement Trust provides defined retirement benefits, accurate benefits information, and exceptional customer service.