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**DATE:** 11/10/2025  
**TO:** COUNCIL - REGULAR CITY COUNCIL MEETING  
**SUBJECT:** TRAINING REVIEW AND ACKNOWLEDGEMENT FORMS

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**Fire:**

Emp: David LLoyd  
Training Title: Fire Officer 1  
Date: August 1<sup>st</sup>, 2025 – October 9<sup>th</sup>, 2025

Emp: Milizza Lannen  
Training Title: TML Conference  
Date: October 29<sup>th</sup>, 2025 – October 31<sup>st</sup>, 2025

Emp: Joe Reyes, Jr.  
Training Title: TML Conference  
Date: October 29<sup>th</sup>, 2025 – October 31<sup>st</sup>, 2025

**Police:**

Emp: Jaramillo Avila  
Training Title: 2025 ROCIC Homicide Conference  
Date: October 5<sup>th</sup>, 2025 – October 8<sup>th</sup>, 2025

Emp: James Burris  
Training Title: 2025 ROCIC Homicide Conference  
Date: October 5<sup>th</sup>, 2025 – October 8<sup>th</sup>, 2025

**Streets:**

Emp: Wayne Shaffer  
Training Title: TDEM Response to Recovery  
Date: September 29<sup>th</sup>, 2025 – October 3<sup>rd</sup>, 2025

Emp: Wayne Shaffer  
Training Title: Disaster Management for Public Services  
Date: October 22<sup>th</sup>, 2025 – October 23<sup>rd</sup>, 2025

**City Hall – City Sec and Finance**

Emp: Mandy Grant  
Training Title: Changes to Curbside Voting  
Date: October 2<sup>nd</sup>, 2025

Emp: Mandy Grant  
Training Title: Voter Identification and Resources  
Date: October 7<sup>th</sup>, 2025

Emp: Mandy Grant  
Training Title: Fail Safe Voting  
Date: October 9<sup>th</sup>, 2025

Emp: Mandy Grant  
Training Title: Canvassing and Post Election Requirement  
Date: October 14<sup>th</sup>, 2025

Emp: Brittney Hogan  
Training Title: Revenue Policies  
Date: October 27<sup>th</sup>, 2025 – October 29<sup>th</sup>, 2025

Emp: Jasmine Stafford  
Training Title: ERP Pro 9 General Ledger JE  
Date: October 21<sup>st</sup>, 2025



CITY OF  
**PORT LAVACA**

**TRAINING REVIEW & ACKNOWLEDGEMENT FORM**

*This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.*

EMPLOYEE NUMBER: 01-3185  
EMPLOYEE NAME: David A. Lloyd  
DEPARTMENT: Fire  
TRAINING/ CONFERENCE TITLE: Fire Officer 1  
LOCATION: online safeT4U  
TRAINING / CONFERENCE DATE(S): Aug 1 - sept 9th 2025

**1. Purpose of Training/ Conference**

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

additional cert. for future advancement

**2. Summary of Activities or Topics Covered**

*(What sessions, classes, or workshops did you attend?)*

Understanding discipline, officer roles, managing personnel

**3. Key Takeaways or Skills Learned**

*(What did you learn or gain from this experience?)*

Better management of time & a better outlook management skills

EMPLOYEE SIGNATURE: [Signature] DATE: 9-10-25

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RECEIVED DATE: 10-22-25

SIGNATURE OF HUMAN RESOURCES: [Signature]

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**TRAINING REVIEW & ACKNOWLEDGEMENT FORM**

This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.

EMPLOYEE NUMBER: 3180

EMPLOYEE NAME: Milize Lannen

DEPARTMENT: Fire

TRAINING/ CONFERENCE TITLE: TML Conference

LOCATION: Dallas Fort Worth

TRAINING / CONFERENCE DATE(S): Oct. 28 - Oct. 31, 2025

**1. Purpose of Training/ Conference**

(Briefly explain the reason for attending and what the training was intended to accomplish)

To learn more about TML and learn from classes that were going on.

**2. Summary of Activities or Topics Covered**

(What sessions, classes, or workshops did you attend?)

Leadership 101, creating a Leadership Team for Success. UP in smoke: Vape, Hemp, and Delta 8/9 in TX. Cities. + Small city talks: Navigating Grants.

**3. Key Takeaways or Skills Learned**

(What did you learn or gain from this experience?)

UP in smoke; chief from Allen PD showed us to be careful buy snats because they can have TML and they look like the regular packages. 24 Smoke shops in his community.

Grant class learned about multiple agencies that have grants you can apply for. That you can marry narratives for two separate grants.

EMPLOYEE SIGNATURE: [Signature]

DATE: Nov. 3, 2025

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RECEIVED DATE: 11-3-2025

**NOV 03 2025**

SIGNATURE OF HUMAN RESOURCES: [Signature]

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TRAINING REVIEW & ACKNOWLEDGEMENT FORM

This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.

EMPLOYEE NUMBER: 3260

EMPLOYEE NAME: Joe Reyes, Jr

DEPARTMENT: FIRE

TRAINING/ CONFERENCE TITLE: TML Conference

LOCATION: Fort Worth, Tx

TRAINING / CONFERENCE DATE(S): Oct. 29-31, 2025

1. Purpose of Training/ Conference

(Briefly explain the reason for attending and what the training was intended to accomplish)

Gain a little more knowledge with leadership. meet with vendors on new equipment.

2. Summary of Activities or Topics Covered

(What sessions, classes, or workshops did you attend?)

- 1. Leadership 101
2. Creating Leadership Team for success
3. UP in smoke
4. Small city talks: Navigating Grants.
5. Ethics + code of conducts policy for small cities.

3. Key Takeaways or Skills Learned

(What did you learn or gain from this experience?)

6. Engaging with Civilians

Leadership 101 always need to be learning. Hiring challenges secondary to folks to retire baby boomers retire. Need to visit local vape shops and check packages. Ask for grant writers to assist you, if its a specific item reach out to there grant writers. Ethics supports teamwork and transparency. Flight / Fight / Freeze

EMPLOYEE SIGNATURE: Joe Reyes, Jr DATE: Nov. 3, 2025

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## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

*This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.*

EMPLOYEE NUMBER: 2018 EMPLOYEE NAME: JARAMILLO AVILA

DEPARTMENT: Police TRAINING / CONFERENCE DATE(S): 10/05/08 - 10/08/2025

TRAINING/ CONFERENCE TITLE: ROCIC 34TH ANNUAL HOMICIDE CONFERENCE

LOCATION: 6505 NORTH INTERSTATE 35, AUSTIN, TEXAS

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

TO LEARN INVESTIGATIVE TECHNIQUES AND LEARN FROM OTHER DETECTIVE'S SOLVED CASES.

### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

Covenant School Shooting: An Officer's Perspective, Murder Case Unlocked: From False Confession to the Prevailing of Justice, Missed Homicides, Mayflower Homicide Case Study, Fentanyl Overdose of Beautiful Giles, Empowering Your Investigations: Practical Digital Evidence Strategies for Homicide Cases, Solving the Unsolved: Mobilizing Innovation and Forensic Investigative Genetic Genealogy (FIGG), CARFAX Vehicle History Reports and Investigative Tools, Missing and Murdered Indigenous Persons

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

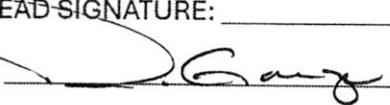
I LEARNED SOME INVESTIGATIVE TECHNIQUES.

EMPLOYEE SIGNATURE: 

DATE: 10/09/2025

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

HR SIGNATURE: 

DATE: \_\_\_\_\_

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# CITY OF PORT LAVACA

## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

*This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.*

EMPLOYEE NUMBER: 2030 EMPLOYEE NAME: JAMES BURRIS

DEPARTMENT: Police TRAINING / CONFERENCE DATE(S): 10/5 - 10/8

TRAINING/ CONFERENCE TITLE: ROCIC HOMICIDE CONFERENCE

LOCATION: AUSTIN, TEXAS

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

THE PURPOSE OF THIS TRAINING WAS TO EXPAND OUR KNOWLEDGE BASE OF INVESTIGATIVE TECHNIQUES AND TACTICS IN REGARD TO HIGH PRIORITY INVESTIGATIONS.

### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

MULTIPLE TOPICS COVERED RELATED TO INVESTIGATING HOMICIDE.

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

MAKE EVERY EFFORT TO FULLY INVESTIGATE CRIMES. AS THERE MAY BE MORE TO EACH CASE THAN THE INITIAL INCIDENT.

EMPLOYEE SIGNATURE: JAMES BURRIS

DATE: 10/09/2025

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: RECEIVED

HR SIGNATURE: [Signature]

DATE: OCT 15 2025



# CITY OF PORT LAVACA

## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

*This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.*

EMPLOYEE NUMBER: 4880 EMPLOYEE NAME: WILLIAM SHAFFER

DEPARTMENT: Streets TRAINING / CONFERENCE DATE(S): 9/29-10/3/2025

TRAINING/ CONFERENCE TITLE: TDEM Response to Recovery

LOCATION: Bryan, Texas

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

This training was for the Incident Support Task Force (ISTF) members to better understand roles and responsibilities of emergency managers when responding to a disaster.

### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

- 1)Disasters and emergencies
- 2)NIMS (National Incident Management System)
- 3)Public Information
- 4)Damage Assessments
- 5)Debris Management
- 6)Sheltering and Feeding
- 7)Volunteers and Donations
- 8)Finance

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

For me personally This was a refresher to things we have already dealt with during emergency response with an exception to sheltering and feeding and volunteers and donations.

EMPLOYEE SIGNATURE: WILLIAM SHAFFER

DATE: 10/09/2025

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: **RECEIVED**

HR SIGNATURE: [Signature]

DATE: **OCT 15 2025**



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## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

*This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.*

EMPLOYEE NUMBER: 4880 EMPLOYEE NAME: WILLIAM SHAFFER

DEPARTMENT: Streets TRAINING / CONFERENCE DATE(S): 10/22-10/23/25

TRAINING/ CONFERENCE TITLE: Disaster Management for Public Services

LOCATION: Sinton Texas

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

The Disaster Management for Public Services and Public Works course brings together representatives from public service and public works agencies who are expected to identify and mitigate hazards and plan and manage disaster response and recovery efforts within their jurisdictions.

### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

utilities  
transportation  
fire  
public safety  
city planning/urban development  
public health  
local, state, and federal emergency management

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

Assess hazards that have the potential to threaten the reliability of public services and public works.  
Utilize strategies that support resource management, planning, and training in preparation for incidents affecting public services and public works.  
Plan for disasters using available federal guidance and other strategies.  
Administer mitigation strategies that protect public services and public works.  
Assess how Community Lifelines contribute to the stabilization of critical infrastructure during incident response.

EMPLOYEE SIGNATURE: WILLIAM SHAFFER

DATE: 10/28/2025

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

HR SIGNATURE: [Signature]

DATE: \_\_\_\_\_

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## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

*This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.*

EMPLOYEE NUMBER: 1250 EMPLOYEE NAME: MANDY GRANT

DEPARTMENT: City Secretary TRAINING / CONFERENCE DATE(S): 10/02/2025

TRAINING/ CONFERENCE TITLE: Changes to Curbside Voting Requirements

LOCATION: Virtual Clinic

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

In its 89th Regular Session, the Texas Legislature enacted House Bill 521 (PDF) (89th Leg., R.S., effective September 1, 2025), which amended several sections of the Texas Election Code to add certain requirements for election officials assisting voters, as well as several new curbside voting procedures. HB 521 took effect September 1, 2025.

### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

HB 521 amended Section 61.003 of the Code to prohibit an individual from electioneering within 20 feet of a parking space designated for curbside voting. The 20-foot distance marker is in addition to the current 100-foot distance marker, meaning that the 100-foot zone still exists around a polling location but could possibly be extended if your designated curbside spot is on the edge of the 100-foot zone.

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

An individual who electioneers or loiters within this 20-foot area commits a Class C misdemeanor..

EMPLOYEE SIGNATURE: MANDY GRANT

DATE: 10/02/2025

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

HR SIGNATURE: [Signature]

DATE: OCT 15 2025

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## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

*This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.*

EMPLOYEE NUMBER: 1250 EMPLOYEE NAME: MANDY GRANT

DEPARTMENT: City Secretary TRAINING / CONFERENCE DATE(S): 10/07/2025

TRAINING/ CONFERENCE TITLE: Voter Identification and Resources

LOCATION: Virtual Clinic

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

Voter Identification – What Is Acceptable?

List A includes any of the following:

1. Texas Driver License
2. Texas Election ID Certificate
3. Texas Personal ID Card
4. Texas Handgun License
5. US Citizenship with Photo
6. US Military ID Card
7. US Passport (book or card)

• For voters aged 18-69, photo ID can be expired up to four years.

• For voters aged 70 and older, photo ID can be expired for any length of time if otherwise valid.

### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

This class was all about identification that is acceptable in order to vote in an election and also had photos of Updates to Card Designs (Prior and New).

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

Learned about all the different types of identification that can be accepted (they are many). Also learned that there is a Form that a voter would need to fill out due to a reasonable impediment, in which a voter would not be able to obtain an ID due to the following:

1. Lack of Transportation
2. Disability or illness
3. Lack of birth certificate or other documents needed to obtain acceptable form of photo ID
4. Work schedule
5. Family responsibilities
6. Lost or stolen identification
7. Acceptable form of photo ID applied for but not received

EMPLOYEE SIGNATURE: MANDY GRANT

DATE: 10/07/2025

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

HR SIGNATURE: [Signature]

DATE: \_\_\_\_\_

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## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

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EMPLOYEE NUMBER: 1250 EMPLOYEE NAME: MANDY GRANT

DEPARTMENT: City Secretary TRAINING / CONFERENCE DATE(S): 10/09/2025

TRAINING/ CONFERENCE TITLE: Fail Safe Voting

LOCATION: Virtual Clinic

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

Procedure for Accepting a Voter at a Polling Place:

Section 63.0011 of the Code requires that an election officer confirm with a voter who is offering to vote that the voter's residence address on the precinct list of registered voters is current before the voter may be accepted for voting. If the voter's residence address is not current when presenting to vote, the election officer must ask if the voter has changed residence within the county of registration.

### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

Before a voter is accepted for voting under these procedures, the voter must execute and submit to an election officer a Statement of Residence (Form 21-6) that includes all of the information that must be included in a voter registration application and must also include the date that the statement is submitted to an election officer.

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

The proper procedures which must be followed by election workers at the polling place to process voters who have changed their residence address within their county of voter registration, but who have not updated their voter registration residence address or who have submitted a change of residence address within the county that will not be effective by election day.

EMPLOYEE SIGNATURE: MANDY GRANT

DATE: 10/09/2025

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

HR SIGNATURE: [Signature]

DATE: \_\_\_\_\_

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## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

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EMPLOYEE NUMBER: 1250 EMPLOYEE NAME: MANDY GRANT

DEPARTMENT: City Secretary TRAINING / CONFERENCE DATE(S): 10/14/2025

TRAINING/ CONFERENCE TITLE: Canvassing and Post Election Requirement

LOCATION: Virtual Clinic

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

The "canvass" is the official tabulation of the votes cast in an election. The Political Subdivision's Governing Body is who canvasses for an election ordered by them. Procedures for ordering, posting notice & conducting the canvass meeting should comply with Texas Open Meetings Act (Chapter 551, Texas Government Code). The canvass is an open meeting and Two members of the authority constitute a quorum for purposes of canvassing an election [§ 67.004].

### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

The canvassing authority must prepare a tabulation stating, for each candidate, and for and against each measure, the total number of votes received in each precinct/district.

If a recount is filed, it does not stop the canvass meeting. [Sec. 212.033].

Canvassing authority must make a note on the canvass that a recount has been requested.

Recount does halt issuance of Certificate of Election [212.0331].

Tied Vote in a Plurality Race.

When there is a tie after the canvass, such that you cannot determine the winner(s), the tie can be resolved by:

- sworn withdrawal;
- casting of lots;
- automatic recount; or there must be a second election.

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

The earliest day for a canvass in any election is the 3rd day after Election Day and the latest is the 11th day after Election Day.

The presiding officer of the canvassing authority shall note the completion of the canvass in the minutes or in the recording required by Section 551.021 of the Government Code.

EMPLOYEE SIGNATURE: MANDY GRANT

DATE: 10/14/2025

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

HR SIGNATURE: [Signature]

DATE: \_\_\_\_\_

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## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

*This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.*

EMPLOYEE NUMBER: 1640 EMPLOYEE NAME: BRITTNEY HOGAN

DEPARTMENT: Finance TRAINING / CONFERENCE DATE(S): 10/27-10/29/2025

TRAINING/ CONFERENCE TITLE: REVENUE POLICIES

LOCATION: VIRTUAL TRAINING

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

To get a better understanding on how to create, maintain, implement revenue policies for the City that will help continue to balance our budget and maintain community outlook.

### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

- Identify the five pillars of the Financial Foundations Framework
- Understand how developing and implementing fair revenue policies contributes to a thriving community and better trust in government
- Learn how to build a more resilient and more diverse revenue portfolio
- Learn the essential components of effective revenue policies
- Learn how to evaluate your revenue sources
- Learn innovative approaches to enhancing existing sources of revenue and developing new sources of revenue

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

When we talk about developing a budget that supports a thriving community, we often spend most of our time and energy thinking about the expenditure side of the equation: what are the local government's priorities and goals and how much is it going to spend to achieve those goals? The revenue side of the equation is just as important to building a strong financial foundation that supports a thriving community, though.

EMPLOYEE SIGNATURE: *Brittney Hogan*

DATE: 10/31/2025

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

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HR SIGNATURE: *[Signature]*

DATE: **NOV 03 2025**



# CITY OF PORT LAVACA

## TRAINING REVIEW & ACKNOWLEDGEMENT FORM

*This form must be completed and submitted to your supervisor within 3 working days of returning from any training or conference that was paid for by the City.*

EMPLOYEE NUMBER: 1620 EMPLOYEE NAME: JASMINE STAFFORD

DEPARTMENT: Finance TRAINING / CONFERENCE DATE(S): 10/21/2025

TRAINING/ CONFERENCE TITLE: ERP PRO- 9 GENERAL LEDGER - JE

LOCATION: WEB BASED

### 1. Purpose of Training/ Conference

*(Briefly explain the reason for attending and what the training was intended to accomplish)*

TO GAIN MORE KNOWLEDGE IN THE JOURNAL ENTRY PROCESS.

### 2. Summary of Activities or Topics Covered

*(What sessions, classes, or workshops did you attend?)*

HOW TO CREATE, DELETE & EDIT JOURNAL ENTRIES, THE DIFFERENT TYPE OR JOURNAL ENTRIES. AS WELL AS THE TOOLS WITHIN THE JOURNAL ENTRY PROCESS.

### 3. Key Takeaways or Skills Learned

*(What did you learn or gain from this experience?)*

I LEARNED ABOUT THE DIFFERENT TOOLS THAT WILL HELP MY DAILY TASKS. I ALSO LEARNED A NEW WAY TO ALLOCATE INTEREST AT THE END OF THE MONTH.

EMPLOYEE SIGNATURE: JASMINE STAFFORD

DATE: 10/21/2025

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

HR SIGNATURE: [Signature]

DATE: \_\_\_\_\_

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