
DATE: 04/13/2026
TO: COUNCIL - REGULAR CITY COUNCIL MEETING
SUBJECT: TRAINING REVIEW AND ACKNOWLEDGEMENT FORMS

City Hall

Emp: Jody Weaver
Training Title: TCMA William “King” Cole Session 2
Date: March 26, 2026 – March 27, 2026

Fire

Emp: Eric Garcia
Training Title: Coordinated Response Exercise Pipeline Safety (CoRE)
Date: March 10, 2026

Emp: Joe Reyes
Training Title: Coordinated Response Exercise Pipeline Safety (CoRE)
Date: March 10, 2026

Police:

Emp: Jaramillo Avila
Training Title: Child Exploitation Investigations
Date: March 30, 2026 – March 31, 2026

Emp: Burris, James
Training Title: FBI LEEDA Supervisor Leadership Inst.
Date: March 16, 2026 – March 20, 2026

Emp: Salles, Eric
Training Title: LEMT Command Staff Leadership Series
Date: March 23, 2026



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: 1150 EMPLOYEE NAME: JOANNA WEAVER

DEPARTMENT: City Manager TRAINING / CONFERENCE DATE(S): 3/26/2026-3/27/2026

TRAINING/ CONFERENCE TITLE: TCMA William "King" Cole Session 2

LOCATION: Tapatio Springs Resort, Boerne, 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 focused on deepening practical leadership and management skills for City Managers and other local government professionals. This is the 2nd part of a two part training. I attended Part One in 2025 and Part two went more in depth on leadership, HR, communication, networking, Economic Development and Technology.

Key connections made were from the City of Victoria, Brenham, and Pflugerville plus others.

2. Summary of Activities or Topics Covered

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

- 1) Making the Connection: discuss collaboration and networking opportunities that are key elements of the city management profession.
This session will discuss collaboration and networking opportunities that are key elements of the city management profession.
- 2) Leadership :What skills are necessary for you to be an effective and respected leader of your staff, advisor to your city council, and servant to your citizens? How can you inspire and motivate those you lead and serve?
- 3) Creative Ways to Expand Your Pipeline: Diversity, Equity and Inclusion and Team building
- 4) Communicating Effectively Both Internally and Externally: What specifically are those skills and how do you use them to make sure your message is heard and understood?
- 5) Human Resources and City Management: This session explores the purpose and role of human resources and demonstrates how an effective human resources department assists city management in proactively addressing issues
- 6) Economic Development and Growth Issues: Economic Development begins underground; utilities shape growth more than zoning
- 7) Technology and Transparency: How technology is reshaping the way government agencies operate, changes in service delivery, i...

3. Key Takeaways or Skills Learned

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

- > Collaboration and connection/networking is no optional - work to help ourselves and OTHERS
- > Leadership principles: You bring the weather (how you show up; share vulnerability; model openness and humility; establish and reinforce purpose; how to stay focused and prioritize urgent vs non urgent; important vs non-important; impact vs. effort; See people as people; lead with a heart of peace - Book recommendation: The Anatomy of Peace- resolving the heart of conflict by the Arbinger Institute - excellent book I am now reading and plan to share with department heads and others.
- >It's vital to let those doing a great job know that you see them; establish a culture where ambition is welcomed - a culture of caring;
- > Focus Listening, reflective listening, global listening
- > HR is a strategic partner with CM - book recommendation "Boys in the Boat";
- > Community surveys are a valuable tool; - Provide feedback to community; Rolling 10 year pans - report on all Master plans annually
- > 311 cloud based centralized call center; AI bot to answer questions based upon information on website

EMPLOYEE SIGNATURE: JOANNA WEAVER

DATE: 4/6/2026

DEPARTMENT HEAD SIGNATURE: _____

DATE: **RECEIVED**

HR SIGNATURE: [Signature]

DATE: **APR - 6 2026**



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: 3150

EMPLOYEE NAME: Erik Garcia

DEPARTMENT: Fire

TRAINING/ CONFERENCE TITLE: Response & Evacuation Exercise Pipeline Safety Program (Core-Ed)

LOCATION: Victoria Community Center

TRAINING / CONFERENCE DATE(S): 3-10-2024

1. Purpose of Training/ Conference

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

To understand the Purpose and Reliability of Pipeline Emergencies. How to be safe. Recognize and Response of any pipeline leaks.

Learn about one call's before you die.

2. Summary of Activities or Topics Covered

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

Emergency Response, Plan of Action, Evacuations Have the Proper Contact information.

3. Key Takeaways or Skills Learned

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

Learning the key factors of size's of pipelines.

6" flows 532 gallons a min. where a 36" pipeline flows 30,000 gallons per min. 3 key points 1 - shut off 2 - get out 3 - 911

EMPLOYEE SIGNATURE: Erik Garcia

DATE: 3-10-2024

FOR INTERNAL USE ONLY

RECEIVED

RECEIVED DATE: 3-11-24

MAR 11 2026

SIGNATURE OF HUMAN RESOURCES: [Signature]

CITY OF PORT LAVACA CITY MANAGER



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

DEPARTMENT: Fire

TRAINING/ CONFERENCE TITLE: Coordinated Response Exercise Pipeline Safety Program

LOCATION: Victoria Community Center

TRAINING / CONFERENCE DATE(S): 3/10/26

1. Purpose of Training/ Conference

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

Emergency response, plan of action, evacuations, and having the proper contact information.

2. Summary of Activities or Topics Covered

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

Pipeline purpose and reliability, safety initiatives, leak recognition and response, High consequence area regulation, and one-call.

3. Key Takeaways or Skills Learned

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

The system is composed of three types of pipelines: transmission, distribution and gathering. The approximately 519,000 miles of pipeline transport products, including natural gas and petroleum products, across the country and to storage facilities

EMPLOYEE SIGNATURE: [Signature] DATE: 3-13-26

FOR INTERNAL USE ONLY RECEIVED MAR 13 2026 CITY OF PORT LAVACA CITY MANAGER



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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: 2018 EMPLOYEE NAME: JARAMILLO AVILA

DEPARTMENT: Police TRAINING / CONFERENCE DATE(S): 3-30/ 3-31

TRAINING/ CONFERENCE TITLE: CHILD SEXUAL EXPLOITATION INVESTIGATIONS

LOCATION: 3901 S CAGE BLVD, PHARR, TEXAS, 7857

1. Purpose of Training/ Conference

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

The purpose of this course was to learn more about child sexual exploitation investigations.

2. Summary of Activities or Topics Covered

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

The instructor discussed the psychological effects of sexual exploitation. We also covered the differences between sexual abuse, trafficking, and online exploitation.

3. Key Takeaways or Skills Learned

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

I took away investigative techniques that will help me investigate child and adult sexual assault cases in the future.

EMPLOYEE SIGNATURE: JARAMILLO AVILA

DATE: 04/01/2026 **RECEIVED**

DEPARTMENT HEAD SIGNATURE: _____

DATE: APR - 6 2026

HR SIGNATURE: [Signature]

DATE: _____
CITY OF PORT LAVACA
CITY MANAGER



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): 3/16/2026 - 3/20/2026

TRAINING/ CONFERENCE TITLE: FBI LEEDA Supervisor Leadership Inst.

LOCATION: Pampa, Texas

1. Purpose of Training/ Conference

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

Leadership principles for supervisors of law enforcement personnel and/or those who choose to become law enforcement supervisors.

2. Summary of Activities or Topics Covered

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

All 6 modules were attended:
Supervisory Leadership
Supervisory Credibility & Authenticity
Law Enforcement Liability
Police Discipline
DISC Behavior & Leadership
Leading Generations

3. Key Takeaways or Skills Learned

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

This was an excellent course for any supervisor regardless of their experience and position. The topics covered were vital to new or incoming supervisors and the development of their leadership styles. Vicarious liability is of utmost importance when considering the department's position and exposure.

EMPLOYEE SIGNATURE: JAMES BURRIS

DATE: 03/23/2026 **RECEIVED**

DEPARTMENT HEAD SIGNATURE: JAMES BURRIS

DATE: 03/23/2026 **MAR 23 2026**

HR SIGNATURE: [Signature]

DATE: _____
**CITY OF PORT LAVACA
CITY MANAGER**



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: 2460 EMPLOYEE NAME: ERIC SALLES JR

DEPARTMENT: Police TRAINING / CONFERENCE DATE(S): 3/23

TRAINING/ CONFERENCE TITLE: LEMIT Command Staff Leadership Series

LOCATION: Longview Tx

1. Purpose of Training/ Conference

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

The purpose for attending this training was to gain a better understanding of the roles what a command staff member is responsible for.

2. Summary of Activities or Topics Covered

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

- Active attack incident management- Command and Control
- Legal update
- TCOLE update
- Creating a healthy organizational culture and pathway to healthy performance
- Getting what you need through effective budgeting and strategic planning
- Emerging technology and contemporary LE issues
- Risk management
- Leading with character: Sustaining excellence beyond the badge
- Victim impact

3. Key Takeaways or Skills Learned

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

- I learned how command staff would control a critical incident such as an active attack by using new ALERT software.
- I was given a legal update on all the new bills passed through legislature.
- A representative with TCOLE put on an update class which had to do with the documentation our department must retain for the state.
- I learned several leadership skills and how to pass those along to our employees.
- I acquired information on budgeting and strategic planning along with risk management.
- I also learned about how AI will affect modern policing.

EMPLOYEE SIGNATURE: ERIC SALLES JR DATE: 03/30/2026

DEPARTMENT HEAD SIGNATURE: _____ DATE: _____

HR SIGNATURE: _____ DATE: _____