
DATE: 10/12/2026
TO: COUNCIL - REGULAR CITY COUNCIL MEETING
SUBJECT: TRAINING REVIEW AND ACKNOWLEDGEMENT FORMS

City Hall:

Emp: Alyssa Calzada
Training Title: 2018 Permit Tech Series Legal Principle
Date: August 17, 2026 – August 28, 2026

Emp: Rachel Garza
Training Title: Human Res. Management
Date: 09/30/2026

Emp: Lorena Perez-Diaz
Training Title: Agendas and Minutes
Date: 09/21/2026

Police:

Emp: Heath Barnett
Training Title: TCOLE Conf.
Date: August 10, 2026 – August 13, 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: 4250 EMPLOYEE NAME: ALYSSA CALZADA

DEPARTMENT: Permit Tech TRAINING / CONFERENCE DATE(S): 9/22/2026

TRAINING/ CONFERENCE TITLE: 2018 Permit Tech Series: Legal Principle

LOCATION: Zoom

1. Purpose of Training/ Conference

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

To understand the legal principles, responsibilities, and requirements associated with permit administration and building code enforcement.

2. Summary of Activities or Topics Covered

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

Reviewed legal principles governing permit administration, building codes, enforcement procedures, and the responsibilities of a Permit Technician.

3. Key Takeaways or Skills Learned

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

Gained a better understanding of the legal responsibilities associated with permit administration and building code enforcement. Learned how legal requirements, due process, and code authority affect the Permit Technician's role and daily responsibilities.

EMPLOYEE SIGNATURE: ALYSSA CALZADA

DATE: 09/22/2026

DEPARTMENT HEAD SIGNATURE: Derrick [Signature]

DATE: RECEIVED

HR SIGNATURE: [Signature]

DATE: SEP 24 2026

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: 1135 EMPLOYEE NAME: RACHEL GARZA

DEPARTMENT: Human Resources TRAINING / CONFERENCE DATE(S): 09/30/2026

TRAINING / CONFERENCE TITLE: HUMAN RES MGT

LOCATION: SHRM WEBINAR

1. Purpose of Training/ Conference

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

To better understand how the organizations workforce within the municipality obtains goals to maximize performance, productivity and success. Ensure employees maintain positive relationships with their coworkers and employers. Help create various plans to meet objectives/goals and provide reports on progress by collecting key data.

2. Summary of Activities or Topics Covered

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

Performance Management: Setting clear goals, reviewing how well workers do their jobs, and giving helpful feedback.
Compensation and Benefits: Annual merit increases, incentives, health insurance, and other perks to keep workers happy and loyal.
Employee Relations: Solving workplace problems, listening to complaints, and keeping morale high.
Legal Compliance: Making sure the company follows all labor laws, safety rules, and fair-treatment standards
Culture and Diversity: Building a positive workplace and supporting inclusion so all workers feel welcome.

3. Key Takeaways or Skills Learned

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

Listen actively: Focus on understanding others rather than just replying.
Embrace: Prioritize and quick feedback.
Value continuous growth: Treat learning as an ongoing habit rather than a one-time event.
Peers: Lunch and learn sessions / Listen to your employees.
Priorities: Important and urgent. Important but not urgent, delegate the urgent, but not important tasks.

EMPLOYEE SIGNATURE: RACHEL GARZA

DATE: 10/06/2026

DEPARTMENT HEAD SIGNATURE: [Signature]

DATE: RECEIVED

HR SIGNATURE: [Signature]

DATE: OCT 06 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: 1270 EMPLOYEE NAME: LORENA PEREZ-DIAZ

DEPARTMENT: City Secretary TRAINING / CONFERENCE DATE(S): 09/21/2026

TRAINING/ CONFERENCE TITLE: Live Webinar, "Agendas and Minutes."

LOCATION: Virtual

1. Purpose of Training/ Conference

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

The purpose of this training is to strengthen my knowledge and understanding of the legal requirements and best practices for preparing meeting agendas and official minutes. As part of my responsibilities, it is important that agendas are properly worded, provide adequate notice to the public, and comply with applicable laws and posting requirements. The training will also provide guidance on preparing minutes that accurately document the actions and proceedings of the governing body while remaining clear, concise, and appropriate for the official record. This training will help ensure consistency in our meeting documents, reduce the potential for errors, and improve my ability to prepare legally compliant agendas and accurate minutes for the City.

2. Summary of Activities or Topics Covered

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

The training covered the legal requirements and best practices for preparing public meeting agendas and official meeting minutes. Topics included the required information that must appear on an agenda, proper posting procedures and deadlines, and how to develop clear agenda language that provides adequate notice to the public. The training also discussed methods for creating a more efficient and consistent agenda-preparation process.

Additional topics included the different types of meeting minutes, information that is legally required to be included in the official record, and best practices for accurately documenting actions taken by the governing body. The training also addressed records retention requirements for agendas and minutes and provided practical guidance for maintaining compliance with the Texas Open Meetings Act throughout the meeting preparation, posting, and documentation process.

3. Key Takeaways or Skills Learned

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

The key takeaways from this training included practical strategies for preparing and managing agendas and meeting minutes efficiently, accurately, and in compliance with legal requirements. I gained a better understanding of how to properly word agenda items so they provide adequate notice to the public, as well as the posting requirements and deadlines established by the Texas Open Meetings Act.

The training also strengthened my understanding of what information should be included in official meeting minutes and how to document Council actions clearly and accurately without including unnecessary detail. Additional takeaways included improving the overall agenda and minutes preparation process, maintaining consistency in meeting records, understanding records retention requirements, and identifying common issues that could create compliance concerns. These skills will help me improve the accuracy and efficiency of the City's meeting documentation while ensuring that agendas and minutes meet applicable legal requirements.

EMPLOYEE SIGNATURE: LORENA PEREZ-DIAZ

DATE: 10/06/2026

DEPARTMENT HEAD SIGNATURE: [Signature]

DATE: RECEIVED

HR SIGNATURE: [Signature]

DATE: OCT 06 2026

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: 2019 EMPLOYEE NAME: HEATH BARNETT
DEPARTMENT: Police TRAINING / CONFERENCE DATE(S): 08/10/26-8/13/26
TRAINING/ CONFERENCE TITLE: TCOLE
LOCATION: Waco, Tx

1. Purpose of Training/ Conference

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

TCOLE Conference on regulations and new procedures.

2. Summary of Activities or Topics Covered

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

Workshop in leadership, new directives from TCOLE, financial classes, and records training info.

3. Key Takeaways or Skills Learned

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

Rule Changes and updates in all aspects on the administrative side of Law Enforcement.

EMPLOYEE SIGNATURE: HEATH BARNETT DATE: 09/29/2026
DEPARTMENT HEAD SIGNATURE: [Signature] DATE: RECEIVED
HR SIGNATURE: [Signature] DATE: SEP 29 2026

CITY OF PORT LAVACA
CITY MANAGER