
DATE: 07/13/2026
TO: COUNCIL - REGULAR CITY COUNCIL MEETING
SUBJECT: TRAINING REVIEW AND ACKNOWLEDGEMENT FORMS

City Hall

Emp: Rachel Garza
Training Title: TML HR Supervisor Training & Civility in the Workplace
Date: June 2, 2026, and June 8, 2026

Emp: Brittney Hogan
Training Title: Property Tax Frontier Workshop
Date: June 12, 2026

Police Dept.

Emp: James Burris
Training Title: FBI Leeda Executive Leadership Institute
Date: 06/07/2026 – 06/12/2026



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: 1640 EMPLOYEE NAME: BRITTNEY HOGAN
DEPARTMENT: Finance TRAINING / CONFERENCE DATE(S): 06/11/2026
TRAINING/ CONFERENCE TITLE: PROPERTY TAX FRONTIER WORKSHOP
LOCATION: AUSTIN, TX

1. Purpose of Training/ Conference

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

TO UNDERSTAND THE CONCEPTS AND COMPLIANCE WHEN IT COMES TO CALCULATING THE PROPERTY TAX CALCULATION WORKSHEET WHICH IS DONE BY THE APPRAISAL DISTRICT EVERY YEAR. THIS ALLOWS CITIES TO UNDERSTAND EVERY LINE ITEM ON OUR TAX WORKSHEET TO BE ABLE TO QUESTION ANY DISCREPANCIES IF APPLICABLE OR UNDERSTOOD HOW ALL PROPERTY TAX RATES ARE CALCULATED.

2. Summary of Activities or Topics Covered

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

TAMING THE PROPERTY TAX FRONTIER WORKSHOP

3. Key Takeaways or Skills Learned

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

FULL TAX WORKSHEET WALKTHROUGH AND UNDERSTANDING WHAT EACH LINE ITEM IS AND WHO IS RESPONSIBLE FOR POPULATING THAT NUMBER WHETHER IT COMES FROM THE CITY OF CCAD. REQUIRED PUBLICATION REQUIREMENTS FOR PROPERTY TAX AND ANY UPDATED LEGISLATION REQUIREMENTS OR CHANGES.

EMPLOYEE SIGNATURE: Brittney Hogan DATE: 06/23/2026
DEPARTMENT HEAD SIGNATURE: [Signature] DATE: 6/23/2026
HR SIGNATURE: _____ DATE: _____



**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): 6/17/26 - 6/18/26

TRAINING/ CONFERENCE TITLE: FBI LEEDA EXECUTIVE LEADERSHIP INSTITUTE

LOCATION: FORT WORTH POLICE DEPARTMENT (BOB BOLEN)

1. Purpose of Training/ Conference

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

Designed for executive level leadership in law enforcement to address and discuss the many facets that today's leadership encounter.

2. Summary of Activities or Topics Covered

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

Topics covered:
Police Leadership in the 21st Century
Building Trust & Procedural Justice
Strategic Planning
Employee Wellness and Officer Safety
Future Trends in Policing
The Personnel Crisis: Recruiting, Hiring and Retention
Emotional and Social Intelligence

3. Key Takeaways or Skills Learned

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

We must build a culture within our respective departments that exhibit current philosophy and best practices. This encompasses aspects such as strategic planning, looking at future trends, and addressing personnel acquisition in today's marketplace. This was an excellent course that our leadership needs to attend.

EMPLOYEE SIGNATURE: JAMES BURRIS

DATE: 06/25/2026

DEPARTMENT HEAD SIGNATURE: _____

DATE: RECEIVED

HR SIGNATURE: [Signature]

DATE: JUN 25 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): 06/02/2026 / 06/06/2026
TRAINING/ CONFERENCE TITLE: TML CIVILITY IN THE WORKPLACE & HR SUPV.
LOCATION: CVB PORT LAVACA - CVB VICTORIA, TX

1. Purpose of Training/ Conference

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

Improve customer service, build employee morale, learn how to validate employee thoughts and feelings, identify "burn out" among employees.

2. Summary of Activities or Topics Covered

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

Think before replying.

Give Validation

Calling out and redirect bad behavior.

Harassment / Workplace Bullying

Workplace civility is the consistent practice of respect, courtesy, and professionalism in all interactions. Politeness, fostering a safe environment where all employees feel valued, respected, regardless of their rank or background.

3. Key Takeaways or Skills Learned

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

Effective Communication: Listening actively, acknowledging diverse perspectives, and offering constructive, non-hostile feedback.

- Common Courtesy: Simple acts like acknowledging an employee's presence, saying "please" and "thank you," and making eye contact.

- Respecting Time & Space: Being punctual for meetings, remaining engaged (off devices) during discussions.

- Constructive Conflict: Approaching disagreements as opportunities for resolution rather than an excuse for personal attacks or passive-aggressive behavior.

The Be's - Be curious, Be Non-Judgmental, Be respectful, Be genuine.

For Supervisors: Set the standard for behavior; acknowledge power and privilege; equip people to navigate conflict; model accountability at every level, build a safe environment.

EMPLOYEE SIGNATURE: _____

DATE: 6-23-26

DEPARTMENT HEAD SIGNATURE: _____

DATE: 6/23/26

HR SIGNATURE: _____

DATE: _____

CITY OF PORT LAVACA
CITY MANAGER