
DATE: 9/8/2025
TO: COUNCIL AGENDA – REGULAR CITY COUNCIL MEETING
SUBJECT: TRAINING REVIEW AND ACKNOWLEDGEMENT FORMS

1. Eric Salles – July 14 – July 17, 2025
Training Title: Leadership Fundamentals: Finding the leader in you
Location: PD - Baytown, TX
2. Jeremy Crull – July 18 – July 21, 2025
Training Title: Leadership Fundamentals: Finding the leader in you
Location: PD - Baytown, TX
3. Rachel Garza– July 23, 2025
Training Title: HR in Small Communities
Location: TML Online Center
4. Mandy Grant – July 30, 2025
Training Title: Court Efficiency Records and Procedure
Location: Virtual Clinic
5. Lorena Perez-Diaz – July 30, 2025
Training Title: Court Efficiency Records and Procedure
Location: Virtual Clinic
6. Sandra Novelo – July 30, 2025
Training Title: Court Efficiency Records and Procedure
Location: Virtual Clinic
7. Jody Weaver – August 7, 2025
Training Title: Webinar – Making your city a great place to work.
Location: Port Lavaca, Texas
8. William Shaffer – August 13th – August 14, 2025
Training Title: Disaster Preparedness for Healthcare Org
Location: Sinton, Texas

9. Rachel Garza – August 18, 2025
Training Title: Social media in the Work Place
Location: TML Online Center
10. Angie Phelps – August 25 – August 28, 2025
Training Title: 2025 Criminal Justice Systems Conference
Location: Austin, TX
11. Mandy Grant – August 28, 2025
Training Title: 2025 Legislative Updates
Location: Virtual Clinic
12. Lorena Perez-Diaz – August 28, 2025
Training Title: 2025 Legislative Updates
Location: Virtual Clinic
13. Sandra Novelo – August 28, 2025
Training Title: 2025 Legislative Updates
Location: Virtual Clinic
14. Christy Sanchez – August 28, 2025
Training Title: 2025 Legislative Updates
Location: Virtual Clinic



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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: 2460

EMPLOYEE NAME: Eric Salles

DEPARTMENT: Police Dept.

TRAINING/ CONFERENCE TITLE: Leadership Fundamentals: Finding the leader in you

LOCATION: Baytown Police Dept.

TRAINING / CONFERENCE DATE(S): July 14th-17th 2025

1. Purpose of Training/ Conference

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

The reason for attending this training was to enhance leadership skills and bring new ideas for leading th

2. Summary of Activities or Topics Covered

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

It was a four day class that covered different types of leaderships, past and present generations, team bu

3. Key Takeaways or Skills Learned

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

I learned that a great leader is more about attitude than skill. I also learned that to effectively lead, one r

EMPLOYEE SIGNATURE: Eric Salles Jr. Digitally signed by Eric Salles Jr.
Date: 2025.08.12 13:29:50 -05'00' DATE: 8/12/25

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RECEIVED DATE: 8-12-25

SIGNATURE OF HUMAN RESOURCES: [Signature]

RECEIVED

AUG 12 2025

**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: 2040

EMPLOYEE NAME: Jeremy Crull

DEPARTMENT: Police

TRAINING/ CONFERENCE TITLE: Texas Narcotic Officers Association Conference

LOCATION: South Padre Island, Texas

TRAINING / CONFERENCE DATE(S): 08/18/2025-08/21/2025

1. Purpose of Training/ Conference

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

This yearly conference was intended to cover the most current trends other cities are seeing as it relates to narcotics investigations.

2. Summary of Activities or Topics Covered

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

Debrief of Brianna Taylor shooting, Current Drug Trends, Hacking the Apple Airtag, UC Survival,

Street Level Narcotics.

3. Key Takeaways or Skills Learned

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

I gained current knowledge and trends that can assist me in future narcotics investigations.

EMPLOYEE SIGNATURE: _____

DATE: 08/25/2025

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RECEIVED DATE: _____

SIGNATURE OF HUMAN RESOURCES: _____



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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: 1135 EMPLOYEE NAME: RACHEL GARZA

DEPARTMENT: Human Resources TRAINING / CONFERENCE DATE(S): 07/23/2025

TRAINING/ CONFERENCE TITLE: HR in Small Communities

LOCATION: TML Inter-Risk Pool Online Learning

1. Purpose of Training/ Conference

(Briefly explain the reason for attending and what the training was intended to accomplish)
Human Resources-Management Priorities, Respectful workplace and policies.

2. Summary of Activities or Topics Covered

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

Compliance, labor laws, non-discriminatory (ADA, disability and religious accommodation).

3. Key Takeaways or Skills Learned

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

Learn best practices to provide mutual respect for all employees. Ensure a respectable work place and policies. Ensure you are compliant with all federal, state and local employment laws.
Maintain a comprehensive and clear employee handbook.

EMPLOYEE SIGNATURE: RACHEL GARZA

DATE: 08/29/2025

DEPARTMENT HEAD SIGNATURE: _____

DATE: AUG 29 2025

HR SIGNATURE: [Signature]

DATE: CITY OF PORT LAVACA
CITY MANAGER

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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): 07/30/2025

TRAINING/ CONFERENCE TITLE: Court Efficiency: Records and Procedures

LOCATION: Virtual Clinic

1. Purpose of Training/ Conference

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

Managing the Court Docket, Judicial Orders, Document Flow and Flexibility; and Court Records Retention and Management..

2. Summary of Activities or Topics Covered

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

I attended the following sessions:

1. Productive Pairs- Judge and Court Administrator (Michael Acuna, Jennifer Bozorgnia).
2. Managing the Docket- Orders, Flow, and Flexibility (Ed Spillane).
3. Records Retention and Management (Katie Chancia).
4. Productive Pairs- Prosecutor and Court Administrator (Robert J. Barfield, Tammy Odom).

3. Key Takeaways or Skills Learned

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

- Coordinating dockets and scheduling logistics
- Managing filings, discovery and motions
- Avoiding miscommunications and bottlenecks
- Clarifying expectations and understanding constraints
- Working in sync without crossing the line

EMPLOYEE SIGNATURE: MANDY GRANT

DEPARTMENT HEAD SIGNATURE: _____

HR SIGNATURE: [Signature]

DATE: 08/29/2025

DATE: _____

DATE: _____

CITY OF PORT LAVACA
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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: 1270 EMPLOYEE NAME: LORENA PEREZ-DIAZ
DEPARTMENT: City Secretary TRAINING / CONFERENCE DATE(S): 07/30/2025
TRAINING/ CONFERENCE TITLE: Court Efficiency: Records and Procedures
LOCATION: Online

1. Purpose of Training/ Conference

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

The primary objective of this training was to implement effective strategies aimed at enhancing communication, improving accountability, streamlining court workflow, managing records efficiently, and help improve leadership within the court system.

2. Summary of Activities or Topics Covered

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

This four hour virtual session included:

1. Productive Pairs- Judge and Court Administrator (Michael Acuna, Jennifer Bozorgnia)
2. Managing the Docket- Orders, Flow, and Flexibility (Ed Spillane)
3. Records Retention and Management (Katie Chancia)
4. Productive Pairs- Prosecutor and Court Administrator (Robert J. Barfield, Tammy Odom)

3. Key Takeaways or Skills Learned

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

I gained insights into both the judge's and administrator's perspectives on maintaining operations while addressing varying needs to fulfill the overall mission. I explored the differing approaches to time management and court docket flows. The second session helped me analyze how to prioritize different aspects of court tasks. I also learned about the crucial role that the prosecutor plays within the court system.

EMPLOYEE SIGNATURE: 

DATE: 9/02/2025

DEPARTMENT HEAD SIGNATURE: 

DATE: 09-02-2025

HR SIGNATURE: 

DATE: SEP 02 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: 1430 EMPLOYEE NAME: SANDRA NOVELO
DEPARTMENT: Municipal Court TRAINING / CONFERENCE DATE(S): 9/02/2025 7-30-25
TRAINING/ CONFERENCE TITLE: COURT EFFICIENCY: RECORDS AND PROCEDURES
LOCATION: VIRTUAL CLINIC/IN OFFICE

1. Purpose of Training/ Conference

(Briefly explain the reason for attending and what the training was intended to accomplish)
4 HOURS OF CLERK CERTIFICATION CREDIT.

2. Summary of Activities or Topics Covered

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

JUDGE & COURT ADMINISTRATOR
MANAGING DOCKETS
RECORDS RETENTION & MANAGEMENT
PROSECUTOR & COURT ADMINISTRATOR

3. Key Takeaways or Skills Learned

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

APPLYING REAL-WORLD STRATEGIES TO IMPROVE COMMUNICATION & ACCOUNTABILITY.

EMPLOYEE SIGNATURE: SANDRA NOVELO DATE: 09/02/2025
DEPARTMENT HEAD SIGNATURE: _____ DATE: **RECEIVED**
HR SIGNATURE: [Signature] DATE: **SEP 02 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: 1150 EMPLOYEE NAME: JOANNA WEAVER

DEPARTMENT: City Manager TRAINING / CONFERENCE DATE(S): 08/07/2025

TRAINING/ CONFERENCE TITLE: MAKING YOUR CITY A GREAT PLACE TO WORK

LOCATION: WEBINAR - TML TRAINING

1. Purpose of Training/ Conference

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

To attract and retain talent in today's competitive environment, your city must be an employer of choice – the kind of workplace where people want to be, want to stay, and want to grow.

How can we set the City of Port Lavaca city government apart, and compete for talent that may be attracted to other employers?

Great places to work have cultures where employees trust their leaders, have pride in what they do, and enjoy the people they work with.

In this webinar, Bob Lavigna, Senior Public Sector Fellow, UKG, unpacks the recruiting and retention challenges and solutions in our new world of work. He presents eye-opening research conducted by the UKG Great Place to Work Institute on more than 100 million employee surveys that reveal nine leadership behaviors that build trust and can help you turn your city into a winning workplace.

Creating a great place to work isn't just a job for human resources – it requires active participation from leadership. This webinar will equip you with actionable tools to build a high-trust, high-engagement culture that helps you attract and retain top talent.

2. Summary of Activities or Topics Covered

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

1 hour webinar - a part of TML Online Learning Lab

> Benefits of having engaged employees

> Leadership Behaviors that build engagement: LISTENING; Developing; Inspiring; Thanking; Sharing; Celebrating; Hiring; Caring Speaking

> Why Recognition Matters and Effective Recognition with Examples

> The importance of Caring and Wellness/Mental Health initiatives

> Succession Planning - Plan for the retirement of key positions

> Effective Job Ads

> New Employee Onboarding

Employee Surveys - data; "What do we know about how engaged our employees are - not what we think"

3. Key Takeaways or Skills Learned

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

Studies show a direct correlation between effective HR practices and the community feeling good about its government and quality of life.

Key take aways:

> We MUST adapt to the NEW world of work (The workforce is DIFFERENT today)

> We must build employee engagement

> Leaders create great workplaces

> Listening is a key behavior - Listening is setting aside your opinions while someone else is talking

EMPLOYEE SIGNATURE: JOANNA WEAVER

DATE: 08/07/2025

DEPARTMENT HEAD SIGNATURE: JOANNA WEAVER

DATE: 08/07/2025

HR SIGNATURE: [Signature]

DATE: 8-7-25

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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: 4880 EMPLOYEE NAME: WILLIAM SHAFFER

DEPARTMENT: Public Works TRAINING / CONFERENCE DATE(S): 8-13/14-25

TRAINING/ CONFERENCE TITLE: Disaster Preparedness for Healthcare Org

LOCATION: Sinton Texas

1. Purpose of Training/ Conference

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

Introduction to the various natural, technological, and civil hazards to which healthcare organizations may be vulnerable and the potential impacts of those hazards.

2. Summary of Activities or Topics Covered

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

Federal guidelines and legislation that serve to aid in the preparedness for, and response to, incidents involving these hazards are discussed, as are current emergency management standards for the healthcare community.

3. Key Takeaways or Skills Learned

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

A better understanding of how the emergency management system works in regard to disasters whether they be natural or human caused/

EMPLOYEE SIGNATURE: WILLIAM SHAFFER

DATE: 08/15/2025

DEPARTMENT HEAD SIGNATURE: _____

DATE: _____

HR SIGNATURE: [Signature] 8-15-25

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: 1135 EMPLOYEE NAME: RACHEL GARZA
DEPARTMENT: Human Resources TRAINING / CONFERENCE DATE(S): 8/18/2025
TRAINING/ CONFERENCE TITLE: Social Media in the Workplace
LOCATION: TML Inter-Risk Pool Online Learning

1. Purpose of Training/ Conference

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

To learn best practices for any type of social media use in the workspace, including conducting customer support, connecting with citizens, vendors, connecting with supervisors, and using instant messaging or any applications to communicate.

2. Summary of Activities or Topics Covered

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

Class also covered Phishing attempts, invasion of privacy, harassment and communicating respectfully.

3. Key Takeaways or Skills Learned

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

Simple rules to remember when using any type of social media to communicate or notify:

Is this legal?

Will I feel guilty after posting?

Will this hurt anyone?

Follow the Golden Rule – Treat others the way you would want to be treated.

As an employee in local government, your behavior, and decisions that you make are scrutinized more closely than any other business or citizen.

EMPLOYEE SIGNATURE: RACHEL GARZA

DATE: 08/28/2025

DEPARTMENT HEAD SIGNATURE: _____

DATE: _____

HR SIGNATURE: [Signature]

DATE: AUG 28 2025

CITY OF PORT LAVACA
ADMINISTRATOR



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: 2380

EMPLOYEE NAME: Angela Phelps

DEPARTMENT: Police Dept

TRAINING/ CONFERENCE TITLE: 2025 CRIMINAL JUSTICE SYSTEMS CONFERENCE

LOCATION: DOUBLETREE AUSTIN, TX

TRAINING / CONFERENCE DATE(S): 8/25/2025 - 08/28/2025

1. Purpose of Training/ Conference

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

To enhance my knowledge and skills in a variety of topics as offered by DPS.

2. Summary of Activities or Topics Covered

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

Summary: NIBRS, CHR, Error Resolution, Terrorist Offender Reg, Sex Offender Reg, TCIC, TXGang,

Civil Criminal Records, Biometric Services, CJIS, Adult & Juvenile Arrest, LEEP, Molly Jane's Law,

FBI N-DEx

3. Key Takeaways or Skills Learned

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

Generalized overviews and updates.

EMPLOYEE SIGNATURE: Angela L. Phelps DATE: 9/2/2025

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RECEIVED DATE: 9-2-25

SIGNATURE OF HUMAN RESOURCES: Ganga

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SEP 02 2025

CITY OF PORT LAVACA
HUMAN RESOURCES 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: 1250 EMPLOYEE NAME: MANDY GRANT

DEPARTMENT: City Secretary TRAINING / CONFERENCE DATE(S): 08/28/2025

TRAINING/ CONFERENCE TITLE: 2025 Legislative Update

LOCATION: Virtual Clinic

1. Purpose of Training/ Conference

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

The Texas Legislature meets every two years to consider new laws. The most recent regular 89th session ran from January 14, 2025 to June 2, 2025. The Texas Municipal Courts Education Center (TMCEC) tracked over 1,550 bills. However, 140 days later, only about 13% of the bills tracked became law. The purpose of this training is go over those legislative changes to House and Senate Bills pertaining to the Texas Municipal Courts.

NOTE: Most amendments, except where noted, are effective September 1, 2025.

2. Summary of Activities or Topics Covered

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

The Texas Municipal Courts Education Center used each session to address bills pertaining to the following topics:

- (1) Courts, Court Costs, and Administration of Justice;
- (2) Domestic Violence and Human Trafficking;
- (3) Gun Laws;
- (4) Juvenile Justice and the Interests of Children;
- (5) Law Enforcement;
- (6) Local Government;
- (7) Magistrate Duties and Mental Health;
- (8) Procedural Law;
- (9) Substantive Criminal Law; and
- (10) Traffic Safety and Transportation.

3. Key Takeaways or Skills Learned

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

It is essential that court staff and the Judge keep up with any new bill that becomes law and also amendments to old bills. These instructors were excellent in explaining each bill and how it would effect the court. Learning the updated information will allow us to be more efficient and serve the city better. Maintain balance as State Court and City Department.

EMPLOYEE SIGNATURE: 

DATE: 09-02-2025

DEPARTMENT HEAD SIGNATURE: _____

DATE: **RECEIVED**

HR SIGNATURE: 

DATE: SEP 02 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: 1270 EMPLOYEE NAME: LORENA PEREZ-DIAZ
DEPARTMENT: City Secretary TRAINING / CONFERENCE DATE(S): 8/28/2025
TRAINING/ CONFERENCE TITLE: Virtual Legislative Update 2025
LOCATION: Online

1. Purpose of Training/ Conference

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

This virtual session presented by the Texas Municipal Court Association (TMCEC) offered a detailed overview of recent changes made during the 89th Session of the Texas Legislature, emphasizing how new laws will affect the Municipal Court operations and responsibilities.

2. Summary of Activities or Topics Covered

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

This virtual session consisted of a full day of presentations on various House Bills that directly impact Municipal Courts. We received a note sheet and a TMCEC Bill Summary book to use alongside the instructors as they summarized each bill relevant to the Municipal Court. Although some of the bills presented did not have a direct impact on the Municipal Court, they were still included for reference purposes.

3. Key Takeaways or Skills Learned

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

Several House Bills will directly impact the Municipal Court. Some of these bills modify existing laws or adjust fees. Here are the key takeaways:

The warrant processing fee will increase from fifty dollars to seventy-five dollars. This change will take effect on September 1st, but the court will not begin collecting the new amount until January 1st.

Defendants will now be allowed to take one Driving Safety Course (DSC) to dismiss multiple charges arising from a single criminal transaction. Previously, the DSC could only be used for one violation and once within a twelve-month period.

A new Class C charge will be introduced for recyclers who violate regulations concerning the reporting of purchases of used automotive recycled parts.

Overall, this virtual seminar was very informative. It is always beneficial to receive feedback from professionals to help us effectively implement these changes in our court system.

EMPLOYEE SIGNATURE: *Lorena Perez-Diaz*

DATE: 9/2/2025

DEPARTMENT HEAD SIGNATURE: *Mary Trent*

DATE: 09-02-2025

HR SIGNATURE: *[Signature]*

DATE: RECEIVED

SEP 02 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: 1430 EMPLOYEE NAME: SANDRA NOVELO

DEPARTMENT: Municipal Court TRAINING / CONFERENCE DATE(S): 08/28/2025

TRAINING/ CONFERENCE TITLE: LEGISLATIVE UPDATE

LOCATION: MUNICIPAL COURT OFFICE

1. Purpose of Training/ Conference

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

Legislative update on what bills became law and when they will go into effect.

2. Summary of Activities or Topics Covered

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

- Courts, Courts Costs, and Administration of Justice
- Juvenile Justice and the Interests of Children
- Law Enforcement
- Magistrate Duties, Domestic Violence, Mental Health, and Human Trafficking
- Local Government Issues
- Procedural Law
- Substantive Criminal Law
- Traffic Safety and Transportation Code Amendments

3. Key Takeaways or Skills Learned

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

H.B. 3012 amends Section 1001.352 of the Education Code to remove the \$3 minimum fee that DSC providers must charge each student for course materials and for supervising and administering the course. Beginning September 1, 2025, DSC providers will only be statutorily authorized to charge students a single fee of at least \$25 for the course.

EMPLOYEE SIGNATURE: SANDRA NOVELO

DATE: 09/02/2025

DEPARTMENT HEAD SIGNATURE: _____

DATE: _____

HR SIGNATURE: [Signature]

DATE: SEP 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: 1460 EMPLOYEE NAME: CHRISTY SANCHEZ
DEPARTMENT: Municipal Court TRAINING / CONFERENCE DATE(S): 08/28/2025
TRAINING/ CONFERENCE TITLE: Legislative update
LOCATION: Virtual in office

1. Purpose of Training/ Conference

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

Updating new legislative laws 2025

2. Summary of Activities or Topics Covered

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

- Courts, Courts Costs, and Administration of Justice
- Juvenile Justice and the Interests of Children
- Law Enforcement
- Magistrate Duties, Domestic Violence, Mental Health, and Human Trafficking
- Local Government Issues
- Procedural Law
- Substantive Criminal Law
- Traffic Safety and Transportation Code Amendments

3. Key Takeaways or Skills Learned

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

Subject: Increasing the Warrant Reimbursement Fee Effective: September 1, 2025
H.B. 2282 amends Article 102.011(a) of the Code of Criminal Procedures to increase from \$50 to \$75 the reimbursement fee required upon conviction when an issued arrest warrant, capias, or capias pro fine has been executed or processed.
TMCEC: Section 51.607(c) of the Government Code provides that a new or changed court cost or fee doesn't take effect until the next January 1 after the law takes effect, regardless of the law's effective date

EMPLOYEE SIGNATURE: CHRISTY SANCHEZ
DEPARTMENT HEAD SIGNATURE: CHRISTY SANCHEZ
HR SIGNATURE: CHRISTY SANCHEZ

DATE: 09/02/2025

DATE: 09/02/2025

DATE: 09/02/2025

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SEP 03 2025

**CITY OF PORT LAVACA
CITY MANAGER**