
DATE: 03/09/2026
TO: COUNCIL - REGULAR CITY COUNCIL MEETING
SUBJECT: TRAINING REVIEW AND ACKNOWLEDGEMENT FORMS

Police:

Emp: Burris, James
Training Title: Organizational Leadership Courage
Date: February 10, 2026 – February 11, 2026

Emp: Jaramillo Avila
Training Title: Fundamentals of Interviewing and Interrogations
Date: February 18, 2026 – February 19, 2026

Human Recourses

Emp: Rachel Garza
Training Title: Labor Law Posters
Date: February 9, 2026

Finance

Emp: Kateryna Thomas
Training Title: GFOA Budget
Date: February 2, 2026 – February 3, 2026

City Secretary:

Emp: Lorena Diaz-Perez
Training Title: Election Law Seminar 2026
Date: January 22, 2026 – January 23, 2026

Public Works:

Emp: Carey Justice
Training Title: Wastewater Treatment Class C license
Date: February 24, 2026 – February 26, 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: 2030 EMPLOYEE NAME: JAMES BURRIS

DEPARTMENT: Police TRAINING / CONFERENCE DATE(S): Feb 10th - 11th

TRAINING/ CONFERENCE TITLE: Organizational Leadership Courage Charac

LOCATION: Kyle, TX PD

1. Purpose of Training/ Conference

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

Expand knowledge of organizational management methods

2. Summary of Activities or Topics Covered

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

Two (2) day lecture

3. Key Takeaways or Skills Learned

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

Organizations need strong leaders for success

EMPLOYEE SIGNATURE: JAMES BURRIS

DATE: 02/12/2026

DEPARTMENT HEAD SIGNATURE: _____

DATE: _____

HR SIGNATURE: [Signature]

DATE: 2-12-26

RECEIVED
FEB 12 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: 2018 EMPLOYEE NAME: JARAMILLO AVILA

DEPARTMENT: Police TRAINING / CONFERENCE DATE(S): 02/18/26 - 02/19/26

TRAINING/ CONFERENCE TITLE: FUNDAMENTALS OF INTERVIEWING AND INTER

LOCATION: 16327 LAKEVIEW DRIVE, JERSEY VILLAGE, TX

1. Purpose of Training/ Conference

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

I attended this course to enhance my skills in conducting professional, lawful, and effective interviews with victims, suspects, and witnesses.

2. Summary of Activities or Topics Covered

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

The course discussed the Code of Criminal Procedure, the 5th and 6th Amendments, and case law regarding the interview/interrogation process.

3. Key Takeaways or Skills Learned

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

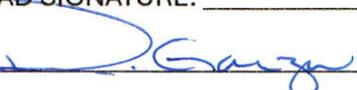
I reinforced my knowledge of constitutional safeguards and legal requirements to ensure interviews are conducted lawfully and ethically.

EMPLOYEE SIGNATURE: 

DATE: 02/23/2026

DEPARTMENT HEAD SIGNATURE: _____

DATE: _____

HR SIGNATURE: 

DATE: _____

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FEB 26 2026
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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: 1135 EMPLOYEE NAME: RACHEL GARZA

DEPARTMENT: Human Resources TRAINING / CONFERENCE DATE(S): 02/09/2026

TRAINING/ CONFERENCE TITLE: LABOR LAW POSTERS & WHAT TO EXPECT

LOCATION: SHRM WEBINAR

1. Purpose of Training/ Conference

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

- To gain a better understanding of labor law poster requirements and compliance obligations.
- To ensure the organization is properly displaying required labor law posters in accordance with federal and state regulations.
- To stay informed about updates and changes to labor law posting requirements.

2. Summary of Activities or Topics Covered

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

- Which posters you need
- Where to display them
- State and local posting changes
- Federal updates
- How keep up with it all

3. Key Takeaways or Skills Learned

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

U.S. employers, regardless of size (even one employee), are required to display both federal and state labor law posters. Labor laws, especially state and local minimum wages, paid leave, and safety regulations, change frequently. Posters must be displayed in a "common place" accessible to all employees, such as a break room, HR office, or near a time clock. Posters inform employees of their rights regarding minimum wage, overtime, workplace safety (OSHA), anti-discrimination (EEOC), Family Medical Leave Act (FMLA.)

EMPLOYEE SIGNATURE: RACHEL GARZA

DATE: 02/09/2026

DEPARTMENT HEAD SIGNATURE: _____

DATE: _____

HR SIGNATURE: [Signature]

DATE: 2-9-26

RECEIVED
FEB 09 2026
 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: 1650 EMPLOYEE NAME: KATERYNA VOROBYOVA

DEPARTMENT: Finance TRAINING / CONFERENCE DATE(S): February 2-3, 2026

TRAINING/ CONFERENCE TITLE: GFOA Budget Academy

LOCATION: Hilliard Center in Corpus Christi

1. Purpose of Training/ Conference

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

This training focuses on the fundamentals of developing a municipal budget and is intended to strengthen practical knowledge of governmental budgeting best practices. The session covers key components of the budget development process, including personnel planning, capital planning, forecasting techniques, revenue and expenditure analysis, truth-in-taxation requirements, and tax rate planning.

Attendance enhances the participant's ability to prepare accurate, transparent, and policy-driven municipal budgets, improve long-term financial planning, and ensure compliance with statutory and best-practice standards. In addition, the training supports the development of a high-quality budget document aligned with the GFOA Distinguished Budget Award criteria, helping the organization improve financial communication and accountability to stakeholders.

2. Summary of Activities or Topics Covered

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

This training provides an overview of the fundamental principles and best practices involved in developing a municipal budget. The session is designed to enhance understanding of governmental budgeting processes, improve analytical and forecasting skills, and strengthen compliance with statutory requirements. Participants gain practical tools to support informed decision-making, long-term financial planning, and the preparation of a transparent and effective budget document aligned with professional standards.

Activities / Topics Covered:

Overview of the municipal budget development process

Personnel budgeting and staffing cost analysis

Capital planning and integration with the Capital Improvement Plan (CIP)...

3. Key Takeaways or Skills Learned

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

Through this training, I strengthened my skills in municipal budgeting and Capital Improvement Program (CIP) development, including aligning operating budgets with long-term capital planning. I enhanced my ability to analyze personnel costs, evaluate capital project funding strategies, and integrate CIP priorities into the annual and multi-year budgeting process.

I improved my proficiency in revenue and expenditure forecasting, financial modeling, and scenario analysis to support sustainable budget decisions. I also developed stronger skills in tax rate planning, Truth-in-Taxation compliance, and assessing the financial impact of policy decisions.

Additionally, I applied GFOA best practices to prepare clear, transparent, and well-structured budget and CIP documents that improve financial communication, accountability, and long-term financial planning for the organization...

EMPLOYEE SIGNATURE: KATERYNA VOROBYOVA

DATE: 02/17/2026

DEPARTMENT HEAD SIGNATURE: _____

DATE: FEB 18 2026

HR 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: 1270 EMPLOYEE NAME: LORENA PEREZ-DIAZ

DEPARTMENT: City Secretary TRAINING / CONFERENCE DATE(S): 01/22/26-01/23/26

TRAINING/ CONFERENCE TITLE: 54TH ANNUAL ELECTION LAW SEMINAR 2026

LOCATION: ROUND ROCK, TEXAS

1. Purpose of Training/ Conference

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

The 54th Annual TMCA Election Law Seminar is an opportunity for municipal clerks and other election officials who handle local elections to get some essential training. This seminar will help make sure your municipality is ready to manage elections smoothly.

The training included the latest legal updates, best practices, and expert advice, all of which are important for running elections accurately and efficiently. Clerks and election officials will gain the knowledge and tools needed to tackle the ins and outs of election laws and maintain the integrity of the electoral process in their communities.

2. Summary of Activities or Topics Covered

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

These are the session that I attended:
Candidate Packets and Orientation
Recruiting & Training Election Workers
Ballots & Election Notices
Recall Elections
Runoffs, Vacancies, & Recounts
Updated Legislation
What Happens Before & After an Election

3. Key Takeaways or Skills Learned

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

This seminar provided a valuable opportunity to understand key election laws, including the details of voter registration, ballot design and counting, and the compliance rules that protect the integrity of the electoral system.

During the sessions, I learned about several tools and resources that will help election workers and address issues that may arise during early voting and on election day. I discovered different tools I can provide to our election workers to better prepare them for the upcoming election. I also gained knowledge about various types of elections. Additionally, I learned about resources to help build candidate packets to better inform our candidates.

Furthermore, I was informed about all the required postings needed for our website and gained insights into runoff elections and recounts. Since I had never encountered these processes, it was beneficial to learn how they are handled.

Overall, this seminar was very informative because election laws change from year to year, and being informed is imperative.

EMPLOYEE SIGNATURE: LORENA PEREZ-DIAZ

DATE: 3/2/2024
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DEPARTMENT HEAD SIGNATURE: [Signature]

DATE: 03-02-2026

HR SIGNATURE: [Signature]

DATE: MAR 02 2026

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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: 4940 EMPLOYEE NAME: CAREY JUSTICE

DEPARTMENT: Utility WWTP TRAINING / CONFERENCE DATE(S): 2/24 to 2/26

TRAINING/ CONFERENCE TITLE: Wastewater Treatment

LOCATION: League City

1. Purpose of Training/ Conference

(Briefly explain the reason for attending and what the training was intended to accomplish)
class needed for advancement to Class C wastewater license

2. Summary of Activities or Topics Covered

(What sessions, classes, or workshops did you attend?)
Aspects of wastewater treatment

3. Key Takeaways or Skills Learned

(What did you learn or gain from this experience?)
Advanced wastewater treatment techniques

EMPLOYEE SIGNATURE: CAREY JUSTICE

DATE: RECEIVED

DEPARTMENT HEAD SIGNATURE: _____

DATE: MAR 02 2026

HR SIGNATURE: [Signature]

DATE: 3-2-26
CITY OF PORT LAVACA
CITY MANAGER