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**DATE:** 10/13/2025  
**TO:** COUNCIL - REGULAR CITY COUNCIL MEETING  
**SUBJECT:** TRAINING REVIEW AND ACKNOWLEDGEMENT FORMS

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**Council:** Rose Bland Stewart & Tim Dent

Training Title: TML Land Use Essentials Conf.  
Date: August 21<sup>st</sup> – 22<sup>nd</sup>, 2025

**Fire:**

Emp: James Herchek  
Training Title: Apparatus Driver Operator  
Date: July 1<sup>st</sup> thru October 1<sup>st</sup>, 2025

Emp: Milizza Lannen  
Training Title: Fire Dept Safety Officer  
Date: July 1<sup>st</sup> thru October 1<sup>st</sup>, 2025

Emp: Aaron Littleton  
Training Title: TCFP Officer 1  
Date: August 1<sup>st</sup> thru September 30, 2025

**Police:**

Emp: Eric Salles (**Resubmitting due to initial form did not print in its entirety**)  
Training Title: Leadership Fundamentals: Finding the leader in you  
Date: July 14 – July 17, 2025

Emp: Jaramillo Avila  
Training Title: 2025 TCOLE Training Conf.  
Date: September 23<sup>rd</sup> thru 25<sup>th</sup>, 2025

Emp: Eric Salles  
Training Title: First Amendment Auditor's Training  
Date: October 1<sup>st</sup>, 2025

**City Hall – City Sec, Finance, HR, Building & Code, Utility Billing, & Ports and Harbors**

Emp: Derrick Smith

Training Title: TML Land Use Essentials Conf.

Date: August 21<sup>st</sup> – 22<sup>nd</sup>, 2025

Emp: Jasmine Stafford

Training Title: Advanced Assessment & Collections

Date: September 8<sup>th</sup> thru 9<sup>th</sup>, 2025

Emp: Alyssa Calzada, Tracie Durrance, Rachel Garza, Oralia Munoz, Lorena Diaz-Perez

Training Title: First Amendment Auditor's Training

Date: October 1<sup>st</sup>, 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: \_\_\_\_\_ EMPLOYEE NAME: Rose Bland-Stewart

DEPARTMENT: \_\_\_\_\_ TRAINING / CONFERENCE DATE(S): Aug 21<sup>st</sup> - 22<sup>nd</sup>

TRAINING / CONFERENCE TITLE: TML Land Use Essentials Conference

LOCATION: Hilton Austin (Round Rock)

**1. Purpose of Training/ Conference**

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

*I attended to learn more about zoning, subdivision platting and water <sup>Rights</sup> ~~rights~~.*

**2. Summary of Activities or Topics Covered**

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

*Regulating jurisdiction, zoning, subdivision and platting, exactions, water rights, vested rights: grandfathering, intergovernmental relations and regulation, development financing tools, PIDS, mids etc.: legislative updates*

**3. Key Takeaways or Skills Learned**

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

*I learned quite a bit at this conference, but was most interested in zoning. I learned about the applicability of subdivision ordinance, the process, the standards and how condominium meet subdivision regulation*

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: 9/4/2025

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: **RECEIVED**

HR SIGNATURE: \_\_\_\_\_

DATE: **SEP 08 2025**

## Rachel Garza

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**From:** Rachel Garza  
**Sent:** Tuesday, October 7, 2025 9:33 AM  
**To:** Rachel Garza  
**Subject:** FW: TML Land Use Trip Report

**From:** Timothy Dent <[tdent@portlavaca.org](mailto:tdent@portlavaca.org)>  
**Sent:** Saturday, August 23, 2025 8:34 AM  
**To:** Jody Weaver <[jweaver@portlavaca.org](mailto:jweaver@portlavaca.org)>; Jack Whitlow <[jwhitlow@portlavaca.org](mailto:jwhitlow@portlavaca.org)>  
**Cc:** Derrick Smith <[dsmith@portlavaca.org](mailto:dsmith@portlavaca.org)>; Justin Burke <[jburke@portlavaca.org](mailto:jburke@portlavaca.org)>; Rose Stewart <[rstewart@portlavaca.org](mailto:rstewart@portlavaca.org)>; Daniel Aguirre <[daguirre@portlavaca.org](mailto:daguirre@portlavaca.org)>; Allen Tippit <[atippit@portlavaca.org](mailto:atippit@portlavaca.org)>; Rosie Padron <[rpadron@portlavaca.org](mailto:rpadron@portlavaca.org)>  
**Subject:** TML Land Use Trip Report

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Below is my trip report for the TML Land Use Essentials Conference.

- held August 21-22
- Embassy Suites Hilton Round Rock

Where handouts from this conference can be obtained.

- Handouts <https://tmlanduseconference/handoutss>

The conference was well done and very helpful to understanding how land use overlays with the comprehensive plan, zoning, developer agreements, platting, etc. It would be a good primer for any council or staff that will be involved in our upcoming adventure with zoning and comprehensive plan update. Also we had some legislative updates.

Having been involved in Port Lavaca's first round with Zoning, I can see some mistakes we made in content and in presentation to the public. Some things have changed since then mainly due to legislation which clarifies some grey areas but mostly just seem to reduce a city's ability to control development within the city limits or ETJ. For instance after July 2026 a city will no longer be able to regulate food trucks other than to refer to the newly created state regulation. Another example is a city will have limited ability to regulate 'no impact' in home businesses.

Below are some comments I thought notable followed by the notes I took during the meeting. Feel free to contact me if you have any questions or comments.

**One of aside learnings** that will impact our staff is that per legislation, starting Sept 1st, Public Notice of a meeting must be posted 3 business days prior to the day before the meeting. So for our council meetings beginning in Sept the posting will have to be by Tuesday at 6:30PM.

Below are some comments I thought notable followed by the notes I took during the meeting. Feel free to contact me if you have any questions or comments.

**One of aside learnings** that will impact our staff is that per legislation, starting Sept 1st, Public Notice of a meeting must be posted 3 business days prior to the day before the meeting. So for our council meetings beginning in Sept the posting will have to be by Tuesday at 6:30PM.

An interesting concept regarding provision for infrastructure is that 'Development should fund Development'. A city should not have to provide development. Hence in our development agreements we should strive to obtain Exactions within each development to provide parks, trails, etc.

Some cities are using a concept of PRO RATA - For instance if a new development is increasing the load on a road adjacent to the development, but not part of it, and this road needs repair or upgrading, then you can calculate the increase in load and assign that as a percentage of the cost to repair as part of the development agreement. Same concept for a lift station, etc. That way the developer is sharing in the infrastructure upgrade but not shouldering the entire cost.

It was made clear that to encourage development having a good comprehensive plan and zoning are important to both the developer and to the citizens. Having the plan provides security to the developer, keeping to the plan keeps everyone out of trouble, which implies the need to have both of these instruments be very well thought out from the beginning.

Almost all of the presenters were from cities that are growing so fast that they are in a position where they need to slow development and to cherry pick developments to fill the remaining undeveloped properties. So they have implemented somewhat bureaucratic policies to that end. For us and a lot of other cities I spoke with (one city was Gun Barrel - I thought that an interesting name) we are needing to encourage development not resist it. So we may need to be more streamlined and helpful.

Vesting is an important item which basically freezes the timeline for ordinances/zoning that a development is bound by. It was highly recommended to make Pre-Planning meetings voluntary. If our policy says it is mandatory, then that sets the vesting date.

Georgetown noted that when they updated their land use map they sent a letter to every property owner and had discussions with over 200 of them to let them know in fact what they can expect to be able to do with their property. They felt this communication outreach, over and above the normal newspaper and public meetings requirements, helped reduce future problems.

In my discussions with other city representatives it appears that some cities do enforce grass height restrictions on easements as well as on land committed to agriculture. The TML counsel I spoke with said it most likely is allowed based on proper language and sent me to a TML guidance document noted at bottom of my notes. Also the Tyler Council person I spoke with said they have full compliance with their ordinance and showed me their ordinance (extract provided at bottom) so I am thinking we should revisit this.

Also recommended in this conference was to utilize the TML Revenue Manual which among other things can help a city determine the increased value provided by a development. I have not looked at it yet but here is the link.

<https://www.tml.org/191/Revenue-Manual-for-Texas-Cities>

## Revenue Manual for Texas Cities - TML

The Texas Municipal League (TML) Revenue Manual for Texas Cities (2023) covers everything, from the biggest sources of city revenue, property and sales taxes, on down to the most mundane and arcane - open records charges, raffles, even cemetery taxes. The manual is organized alphabetically by type of revenue. Within each section, very basic questions are addressed first: what is this revenue ...

[www.tml.org](http://www.tml.org)

Tim Dent  
District #2  
361-218-0729

### NOTES

#### Zoning:

- Purpose: To insure the health and safety of the city - per state guidelines it needs to be rational and have a connection to the greater good.
- Once zoning is in force then must follow it. Cant say well doesn't meet the zoning ordinance or land use map but seems like a good idea.
- There is a Zoning category for transitioning from a current use to a higher use.
- PUD - not a contract. A zoning document - only impacts zoning regs and allows variances to the zoning of that area. Not affecting impact fees or TIRZs etc. These are outside the PUD
- Need to evaluate Impacts on neighbors/neighborhoods on traffic volume/noise etc
- Applicant is responsible for posting signs related to a zoning variance request (advise to take pictures and send to staff as a record in case neighbors complain or signs are removed)
- Zoning Variances go to the Board of Adjustments not the the Planning and Zoning board
- Cannot sign a contract with a developer to guarantee a new zoning of the area they want to develop.
- Spot zoning - a way to handle existing uses that do not conform to the newly defined zoning for the overall area
- Dripping Springs has weekly teams mtg with all major depts to review projects etc.

Platting - make sure infrastructure is reaching every lot

Platts - if they meet all state and city requirements we have to approve. If they dont then we can't approve.

Platts are not required to go to PNZ commission. If meets all requirements then must be approved. PNZ cannot overrule.

1445 Interlocal agreements - Apparently one is needed between county and city for city to regulate subdivisions within the ETJ. Do we have one??Do we have an interlocal agreement with county to regulate subdivisions in our ETJ. This highlights whose rules are used to regulate in the ETJ

Housing developments - showed where alley loaded properties can make sense over front loaded properties to reduce street congestion and sidewalk blockage.

Pro Rata Share - A device for new development to have them share in infrastructure improvements needed but not directly in their project. For instance if a housing project increases load on a road (or will require a lift station) then a formula for the impact percent load this project has on the infrastructure can be used to get the project to share costs with the city on a fair basis to the project.

PIDs - Pretty firm statement by Dripping Springs planning dept that they usually do not work out and to stay away from them.

-Others commented on PIDs Make them work for it.

-PID assessments can be used to finance a bond and is not considered a debt assessment/bond rating of the city even though the PID is a city device.

TML has a free online Revenue Manual for Texas Cities that helps a city understand the revenue that can be expected from different types of developments. We should get it. <https://www.tml.org/191/Revenue-Manual-for-Texas-Cities>

## Revenue Manual for Texas Cities - TML

The Texas Municipal League (TML) Revenue Manual for Texas Cities (2023) covers everything, from the biggest sources of city revenue, property and sales taxes, on down to the most mundane and arcane - open records charges, raffles, even cemetery taxes. The manual is organized alphabetically by type of revenue. Within each section, very basic questions are addressed first: what is this revenue ...

[www.tml.org](http://www.tml.org)

Buildout requirements - A development needs to reach a certain buildout before the city accepts infrastructure. These can be specified in the development agreement. An example where this would have been useful in PL is Redfish Retreat. The city has taken over the streets in Phase 1 but there are only a few houses built so very little tax revenue coming in and yet the streets are in need of significant repair already. If we had a build out requirement the developer would be on the hook for maintaining the streets. ?

Water Rights

-Cannot regulate bldg materials however if you create an incentive you can ask for bldg materials as part of the incentive. Go for it, all they can say is no. Ask for different setbacks 2 parks instead of one, etc.

### Legislative Update

-SB 785 - City must allow at least one HUD code mfg homes in either a residential district or one specific mfg home specific zoning district.

-Public mtg notice must be at least 3 business days prior to the actual mtg day. So must post by Tuesday for us.

-SB1202 3rd Party Backup Power system review - can use 3rd party review

-SB1252 Cannot have any specific local regulations for backup power systems. Can only require they comply with IEC or IBC etc

-HB2464 City cannot prohibit or regulate 'no impact' home based business. Some of the requirements to meet this are they are not seen from the street, entirely contained within the house, doesn't increase traffic etc. Must be compatible to residential use and 2ndary to the residence. This was a big bone of contention in Zoning round 1 a few years ago so now this is basically off the city's plate.

-HB2844 July 1st 2026 - after that will be a statewide food truck regulation and cities will no longer be able to regulate. State will do health inspections but a city can enter into agreement with the state to do these inspections and receive the fees.

-HB? Provides for Grants for cities to do crosswalks across rr tracks.

### Learnings from the Hypothetical Scenario

Do not require a pre-planning meeting as this starts the vesting time. You don't want this at the pre-planning meeting since it could be a long time before the next step occurs.

City does not review deed restrictions. That is between the property owners.

Platting is not discretionary. If a platt is provided that meets city requirements it just needs to be approved. Zoning is discretionary.

Policy for a PID at Georgetwon is that there is something being offered over and above the standard development that would be for the public.

Allow some flexibility in zoning process as things happen that may be beyond anyones control - the market changes, the bond climate changes, etc.

When subdivide a property Georgetown requires replat of the whole property not just one subdivision.

Staff does not make a recommendation. PNZ does. Staff points out what areas are not in compliance, etc. Then they bring discussion points of PNZ to council if council asks.

Georgetown case study - Big difference compared to us is that they have grown so much they are in a position that they need to slow development and cherry pick to fill the remaining small amount of undeveloped land. For us and a lot of other cities we need to encourage development not resist it.

Georgetown - goal is to have pre-planning with 3weeks from first contact - no more than 5 wks.

Georgetown - most of the current developers are buyers from Dallas etc so a higher level of sophistication. But they are expecting zoning protections etc before concluding the deal.

Georgetown - when they updated their land use map they sent a letter to every property owner and had discussions with over 200 of them to let them know in fact what they can expect to be able to do with their property. Communication.

Need to be careful when setting up development agreements. Courts can force city to pay damages if city breaches any part of the agreement or misses a deadline. Also, must be beneficial to the city. Anything the city is providing should be tied to developer meeting certain progress points.

If a property has a development agreement then the review teams need to be aware of it - often there is a miss between who creates the agreement and who reviews the project.

Important to have pre-approval meeting notes - can use to fall back on if developer says 'you said such and such'.

Georgetown - Got addicted to PUDs. Ideally as a town should not be doing hardly any PUDs.

Special use permits are good for controlling the form and or volume of a certain hi-impact use - example car wash or gas station or self storage.

Regarding requirement of cutting grass in an easement or on ag exempt land. In follow up with one of the TML Legal Counsels she said most likely can if your ordinance is worked properly.

Also, sitting next to a council member from City of Tyler - they have an ordinance requiring landowners to maintain grass and sidewalks and we looked it over and she said they get compliance from everyone (ag exempt) or not to avoid a fine.

- IX
  
- Tyler
  
- Tyler, Texas Code of Ordinances
  
- Sec. 18-20. Prohibited accumulations; public nuisances

Below is an excerpt from the Tyler Codes

b. Weeds, grass, and other accumulations of uncultivated vegetation. It is unlawful for any person, firm, corporation, partnership, association of persons, owner, agent, occupant, or anyone having supervision or control of any improved lot, tract, parcel of land or portion thereof, occupied or unoccupied, within the City limits or within five thousand (5,000) feet thereof, to with criminal negligence allow uncultivated vegetation to grow to a height greater than twelve (12) inches on such tract.

Below is an excerpt from the TML Guidance document on TML website (referred by the TML legal counsel) related to grass:

Roberts v. Friendswood Dev. Co., 886 S.W.2d 363, 365 (Tex. App.—Houston [1 Dist.] 1994). Cities, even with their duty to maintain the easement, can require the landowner to maintain the easement because the landowner has a duty to keep his property free from nuisance and in a reasonably safe condition. S



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: 3170  
EMPLOYEE NAME: James Herchek  
DEPARTMENT: Fire Department  
TRAINING/ CONFERENCE TITLE: Apparatus Driver Operator  
LOCATION: Port Lavaca FD Station 1  
TRAINING / CONFERENCE DATE(S): July 1 2025 - October 1 2025

**1. Purpose of Training/ Conference**

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

Obtain Driver Operator Cert

**2. Summary of Activities or Topics Covered**

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

Learned All skills & safe Practices of a Fire Apparatus Driver operator.

**3. Key Takeaways or Skills Learned**

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

Types of fire Pumps & Apparatus, How to properly supply a FDC & How to maintain & keep Apparatus operating properly

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: 9-30-25

FOR INTERNAL USE ONLY

RECEIVED DATE: 10-1-25

SIGNATURE OF HUMAN RESOURCES: \_\_\_\_\_

**RECEIVED**  
**OCT 01 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: 01-3180

EMPLOYEE NAME: Milizza Lannen

DEPARTMENT: Fire

TRAINING/ CONFERENCE TITLE: Fire Department Safety Officer

LOCATION: Online

TRAINING / CONFERENCE DATE(S): July 1, 2025 - Oct. 3, 2025

**1. Purpose of Training/ Conference**

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

To be certified through TCEQ as a Incident Safety Officer.

**2. Summary of Activities or Topics Covered**

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

Activities covered were Building Era's, building construction. Several Safety issues that can arise with during an incident.

**3. Key Takeaways or Skills Learned**

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

5 scenario based incident scenes to pull all learning objectives together.

EMPLOYEE SIGNATURE: [Signature] DATE: 10/3/2025

FOR INTERNAL USE ONLY

RECEIVED DATE: 10-6-25

SIGNATURE OF HUMAN RESOURCES: [Signature]

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OCT 06 2025  
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: 01-3182

EMPLOYEE NAME: Aaron Littleton

DEPARTMENT: Fire

TRAINING/ CONFERENCE TITLE: TAFP officer 1

LOCATION: Station 2

TRAINING / CONFERENCE DATE(S): 8-20-2025 - 9-30-2025

**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 how to be a fire officer. The training was intended to teach me how to be a fire officer.

**2. Summary of Activities or Topics Covered**

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

management, budgetting, scene control.

**3. Key Takeaways or Skills Learned**

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

How to conduct myself in an officer position, as well as how to function in the department as an officer.

EMPLOYEE SIGNATURE: Aaron Littleton DATE: 9-30-2025

FOR INTERNAL USE ONLY		<b>RECEIVED</b>  OCT 01 2025
RECEIVED DATE: <u>10-1-25</u>	SIGNATURE OF HUMAN RESOURCES: <u>[Signature]</u>	
		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

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 the newer generations.

**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 building, as well as retention.

**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 must adapt to each individual employee.

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

FOR INTERNAL USE ONLY	
RECEIVED DATE: <u>8-10-25</u>	<b>RECEIVED</b> <i>Resubmitted</i> <b>SEP 10 2025</b>
SIGNATURE OF HUMAN RESOURCES: <u>[Signature]</u>	CITY OF PORT LAVACA CITY MANAGER

*Original wording was cut off. Did not print in its entirety.*



# 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): 09/23/2025 - 09/25/2025

TRAINING/ CONFERENCE TITLE: 2025 TCOLE TRAINING CONFERENCE

LOCATION: 700 CONVENTION CENTER BLVD, MCALLEN, TEX

### 1. Purpose of Training/ Conference

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

ATTENDED TO RECEIVE LAW UPDATES AND TRAINING MANDATES.

### 2. Summary of Activities or Topics Covered

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

LEGISLATIVE UPDATE, THE INFLUENCE OF LEADERSHIP STYLES ON OFFICER BEHAVIOR, TCOLE RULE CHANGES, LESSONS LEARNED FROM LEGAL AND INFORCEMENT INVESTIGATIONS, PTSD AND SUICIDE PREVENTION, DECISION MAKING IN UNCERTAIN CONDITIONS, APS 101.

### 3. Key Takeaways or Skills Learned

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

I LEARNED ABOUT THE LAW UPDATES AND TRAINING MANDATES.

EMPLOYEE SIGNATURE: JARAMILLO AVILA

DATE: 10/02/2025

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: **RECEIVED**

HR SIGNATURE: [Signature]

DATE: **OCT 02 2025**



**CITY OF  
PORT LAVACA**

RECEIVED

OCT 02 2025

**TRAINING REVIEW & ACKNOWLEDGEMENT FORM** PORT LAVACA  
CITY MANAGER

*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): 10/01/2025

TRAINING/ CONFERENCE TITLE: 1st amendment auditors

LOCATION: Victoria Community Center

**1. Purpose of Training/ Conference**

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

The training was focused on how to respond to and communicate with 1st amendment auditors.

**2. Summary of Activities or Topics Covered**

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

It was a one hour session with a speaker who showed videos relating to 1st amendment auditors.

**3. Key Takeaways or Skills Learned**

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

I learned how to direct Officers under my command on how to respond to calls pertaining to 1st amendment auditors. We also briefly touched on some of the issues that can arise with 2nd amendment auditors. I also learned the importance of signage as well as a secured facility. There was also mention of how department policies can change with the increase in presence of 1st amendment auditors.

EMPLOYEE SIGNATURE: ERIC SALLES JR

DATE: 10/02/2025

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

HR SIGNATURE: [Signature]

DATE: OCT 02 2025

RECEIVED  
OCT 02 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: 1120 EMPLOYEE NAME: DERRICK SMITH

DEPARTMENT: Development Services TRAINING / CONFERENCE DATE(S): August 21-22, 2025

TRAINING/ CONFERENCE TITLE: TML Land Use Essentials Conference

LOCATION: Round Rock

### 1. Purpose of Training/ Conference

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

A refresher course on municipal authority on development and land use. I also wanted to be updated on any zoning regulations or development laws that will be changing during this current legislation.

### 2. Summary of Activities or Topics Covered

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

There was discussion on municipal authority in the ETJ, annexation, exactions, and zoning.

There was some good discussion on water rights.

Also, there was discussion on PIDs, MUDs, and TIRZ and how they may help developers.

We also were given the legislative updates that will impact municipalities.

### 3. Key Takeaways or Skills Learned

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

For only being 1 1/2 days, it was a good refresher course.

I was able to get better understanding of the changes that are happening during this current legislation.

Some employees with the City of Georgetown's planning department had some good points during their presentation. The key thing was that they do not provide recommendations to the Planning and Zoning Commission or City Council. They present all of the facts and let the boards decide on their own. The reason is that staff's recommendation could sway the members regardless of discussion from applicants or citizens.

EMPLOYEE SIGNATURE: DERRICK SMITH

DATE: 09/08/2025

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: **RECEIVED**

HR SIGNATURE: [Signature]

DATE: **SEP 10 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: 1620 EMPLOYEE NAME: JASMINE STAFFORD

DEPARTMENT: Finance TRAINING / CONFERENCE DATE(S): 09/08-09/09

TRAINING/ CONFERENCE TITLE: ADVANCED ASSESSMENT & COLLECTIONS

LOCATION: CALHOUN CAD

**1. Purpose of Training/ Conference**

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

I ATTENDED THIS TRAINING TO INCREASE MY KNOWLEDGE ON HOW THE GOVERNEMENT ENTITIES PLAY A ROLE IN THE TAXATION OF PROPERTY OWNERS. I ASLO ATTENED THIS CLASS TO STAY UP TO DATE ON THE LATEST BILL CHANGES THAT WILL EFFECT THE CITY OF PORT LAVACA.

**2. Summary of Activities or Topics Covered**

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

THE CLASS WAS TAUGHT BY CONNIE ROSE AND IT WAS HELD AT THE CALHOUN COUNTY APPRAISAL DISTRICT.

**3. Key Takeaways or Skills Learned**

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

- THE NEW BILLS THAT WERE PASSED THAT WILL EFFECT OUR BUDGET
- THE BILL THAT WAS PASSED ON BPP THAT WILL EFFECT OUR FUTER INCOME
- HOW MONEY IS GIVEN AND DIVDED TO GOVERNMENT ENTITIES
- MORE ABOUT CAD EXEMPTIONS

I LEARNED MANY OTHER THINGS IN THIS CLASS. I FEEL WELL EDUCATED IN ALL OF THE TOPICS DISCUSSED.

EMPLOYEE SIGNATURE: JASMINE STAFFORD

DATE: 09/09/2025

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: **RECEIVED**

HR SIGNATURE: [Signature]

DATE: **SEP 09 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: 4250 EMPLOYEE NAME: ALYSSA CALZADA

DEPARTMENT: Building Permits TRAINING / CONFERENCE DATE(S): 10/1/2025

TRAINING/ CONFERENCE TITLE: First Amendment Auditors

LOCATION: Victoria Tx

### 1. Purpose of Training/ Conference

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

A First Amendment auditor is typically a person who films or records in public spaces such as government buildings, police stations, or sidewalks—to test and assert their First Amendment rights, particularly freedom of speech, press, and the right to record public officials in public spaces. Some auditors post their videos on platforms like YouTube, often under titles like “1st Amendment Audit Gone Wrong” or “Cop Gets Educated.”

In the U.S., recording in public spaces is generally protected by the First Amendment, as long as it doesn't interfere with law enforcement or violate other laws (like trespassing, harassment, or wiretapping laws in two-party consent states).

### 2. Summary of Activities or Topics Covered

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

If You're a Public Employee or Law Enforcement:

1. Stay Calm and Professional Auditors often film to provoke a reaction. Don't let personal feelings or irritation override your professional conduct.

2. Know the Law  
Recording in public spaces is legal.  
They don't need permission to film in public areas of public buildings (like lobbies, parking lots, or sidewalks).  
You can ask questions, but you can't demand ID unless there's reasonable suspicion of a crime.

3. Avoid Creating a Scene  
Unless they're causing a disruption, interfering with operations, or going into restricted areas, let them record....

### 3. Key Takeaways or Skills Learned

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

1. Legal Knowledge
2. Clear & Calm Communication
3. Emotional Control (De-escalation)
4. Situational Awareness
5. Conflict Resolution
6. Policy Familiarity
7. Team Coordination
8. Media Awareness

EMPLOYEE SIGNATURE: ALYSSA CALZADA

DATE: 10/02/2025

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: **RECEIVED**

HR SIGNATURE: [Signature]

DATE: **OCT 02 2025**

CITY OF PORT LAVACA  
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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: 4712 EMPLOYEE NAME: TRACIE DURRANCE

DEPARTMENT: Utility Billing TRAINING / CONFERENCE DATE(S): 10/01/2025

TRAINING/ CONFERENCE TITLE: 1st Amendment Training

LOCATION: Victoria, Texas

**1. Purpose of Training/ Conference**

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

To know the difference of what is allowed during confrontational people.  
They just want a reaction to film and post on the Web.  
The difference of 1st Amendment and 2nd Amendment.

**2. Summary of Activities or Topics Covered**

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

Signage, the exact wording and difference of the wording.  
How to maintain a calm, cool exterior and know what the person wants a reaction for.  
When someone is filming know where they are allowed and be polite!  
We watched some good videos of things gone wrong and how it was fixed.  
We had good questions and Answers.

**3. Key Takeaways or Skills Learned**

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

I learned alot of what Officers have to deal with.  
I learned that I need to be calm and listen. To be able to know the real Amendment.  
I will be better at my job and calmer to aggressive customers

EMPLOYEE SIGNATURE: TRACIE DURRANCE

DATE: 10/06/2025  
**RECEIVED**

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

HR SIGNATURE: [Signature]

DATE: OCT 07 2025

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: 01-1135 EMPLOYEE NAME: Rachel Garza

DEPARTMENT: Human Resources TRAINING / CONFERENCE DATE(S): 10/01/2025

TRAINING/ CONFERENCE TITLE: TML - FIRST AMENDMENT AUDITORS TRAINING

LOCATION: VICTORIA COMMUNITY CENTER, VICTORIA, TX

**1. Purpose of Training/ Conference**

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

To equip yourself with the knowledge and skills to understand and respond to a First Amendment Auditors, who will assert their right to record in public buildings and with city officials. Training helps to avoid legal issues and how to avoid confrontations by teaching employees how to respect these individuals while protecting the City and the employee's reputation.

**2. Summary of Activities or Topics Covered**

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

Understanding Auditors: Training explains their intent to test their rights by recording them in public offices and potentially provoke a reaction.

Legal Rights: Learn the difference between protective speech and criminal behavior. Auditors have the right to record, photograph or film and technically they do not have to identify themselves unless and officer has reason of criminal intent.

Professional Interaction: Training provides learning to stay calm, communicate clearly, and be respectful.

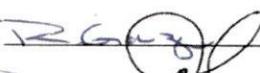
**3. Key Takeaways or Skills Learned**

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

Auditors can photograph and record in any public building and have access to any public lobby, counters, parking lot, ect. They are not allowed in any area, that clearly states, "NON-PUBLIC ACCESS" OR "EMPLOYEES ONLY". Make your signs clear; do not leave room for interpretation. Most Auditors just want to get a recording of an employee or a city officials' reaction to post online for ratings and or money. If you feel unsafe, your safe place is your office or designated workspace for "Employees only" / Non-Public Access".

Do: 1) Document the Auditor's actions and any disruptive behavior and if he trespasses any restricted area; 2) Have areas clearly marked Public or Non-Public; 3) Be calm and polite; 4) Protect confidential information; 5) Best to have a designated person who is trained to deal with a First Amendment Auditor.

Avoid: 1) Do not grab or touch the Auditor or their recording device; 2) Do not tell them they can not record; 3) Best to not argue, debate or engage in their tactics.

EMPLOYEE SIGNATURE:  DATE: \_\_\_\_\_

DEPARTMENT HEAD SIGNATURE:  DATE: 10.2.2025

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: 1170 EMPLOYEE NAME: ORALIA MUNOZ

DEPARTMENT: Ports Operations TRAINING / CONFERENCE DATE(S): 10-1-25

TRAINING/ CONFERENCE TITLE: First Amendment Auditors

LOCATION: Community Center Annex, Victoria, Texas

### 1. Purpose of Training/ Conference

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

The purpose of the training of attending the training was/is to be better informed and prepared in case of a first amendment audit.

### 2. Summary of Activities or Topics Covered

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

I attended the First Amendment Auditor's training held at the Victoria Community Complex at 2905 East North Street, Victoria, Texas. I attended the 10:30 a.m. session.

### 3. Key Takeaways or Skills Learned

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

The training covered different scenarios of encounters of first amendment auditors showing up at workplaces attempting to video with the purpose of getting a reaction to get a larger audience for their videos. Some of the encounters ran smoothly while others didn't. This depended on how the employees reacted to being videoed or such encounters.

Skills that were taught were: Do's and Don'ts of such encounters. Keeping your cool and trying to not engage much, limited interaction. Suggestions on how to protect your workspace (environment) from wandering eyes or cameras. Also, how or where to put up signs stating, "Employees Only - No Public Access."

I found the training very insightful, with great ideas to try and deescalate such encounters, as well as protecting your workspace. Also, in representing your employer well in such situations.

I would like to see this training offered to the employees of the City of Port Lavaca as a whole possibly at our community center.

EMPLOYEE SIGNATURE: ORALIA MUNOZ

DATE: 10/02/2025

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DATE: OCT 02 2025

HR SIGNATURE: [Signature]

DATE: \_\_\_\_\_  
CITY OF PORT LAVACA  
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OCT 02 2025  
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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: 1270 EMPLOYEE NAME: LORENA PEREZ-DIAZ

DEPARTMENT: City Secretary TRAINING / CONFERENCE DATE(S): October 1, 2025

TRAINING/ CONFERENCE TITLE: First Amendment Auditors

LOCATION: Victoria, Texas

### 1. Purpose of Training/ Conference

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

The First Amendment Auditors class is designed to prepare local government employees for encounters with individuals exercising their First Amendment rights. The goal of the class is to teach employees how to prepare for, communicate with, de-escalate, and appropriately interact with these individuals. These activists often seek to provoke inappropriate and sometimes embarrassing responses from employees while recording the interactions. They typically publish these videos, which can go viral, resulting in increased views and followers, ultimately generating more money for themselves.

### 2. Summary of Activities or Topics Covered

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

This class was a one-session course that covered the following topics:

1. Understand the rights guaranteed by the First Amendment of the United States Constitution.
2. Identify the various categories of individuals who identify themselves as First Amendment auditors.
3. Recognize appropriate and inappropriate responses to encounters with First Amendment auditors.
4. Analyze recent events that have increased public awareness and visibility of First Amendment auditors.

### 3. Key Takeaways or Skills Learned

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

This was a very informative class. I learned that our customer service skills can be tested by certain individuals, and it's essential for us to be ahead of the game. If employees aren't prepared and don't know how to respond appropriately, an encounter can result in a viral video being posted on social media or even lead to a lawsuit.

Additionally, I learned that to protect sensitive areas in City Hall, we need to have proper signage. The instructor mentioned that even though certain areas are secured with locked access, this does not prevent individuals from entering those spaces. Therefore, we should place signs in areas that the public is not supposed to enter.

I also learned that for the court to enforce a no-photo and no-recording policy, the judge must have a standing order in place, and this order should be posted visibly so that it can be enforced effectively.

Overall, the key takeaway is that minimizing encounters with these individuals is the best approach. Employees should interact only when absolutely necessary or if they are in immediate contact with them, and they should always maintain calm and composure.

EMPLOYEE SIGNATURE: *Lorena Perez Diaz* DATE: 10/07/2025

DEPARTMENT HEAD SIGNATURE: *[Signature]* DATE: 10-07-2025

HR SIGNATURE: *[Signature]* DATE: 10-7-25