
DATE: 08/11/2025
TO: COUNCIL AGENDA
SUBJECT: TRAINING REVIEW AND ACKNOWLEDGEMENT FORMS

1. Rose Stewart – July 17, 2025
Training Title: TML Newley Elected City Official's Orientation
Location: San Antonio, Texas
2. Joe Reyes – July 23, 2025 – July 24, 2025
Training Title: Disaster Recovery Public Assistance Program & Introduction MGT-482
Location: Port Lavaca, Texas
3. Brittney Hogan – July 23, 2025 – July 24, 2025
Training Title: FEMA PA Assistance
Location: Port Lavaca, Texas
4. Jasmine Stafford – July 23, 2025 – July 24, 2025
Training Title: FEMA PA Assistance
Location: Port Lavaca, Texas
5. William Shaffer – July 23, 2025 – July 24, 2025
Training Title: Disaster Recovery Public Assistance Program
Location: Port Lavaca, Texas
6. Joe Reyes – July 30, 2025 – July 31, 2025
Training Title: Disaster Management for Water and Wastewater Utilities – MGR 343
Location: Conroe, Texas



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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: 01-1045

EMPLOYEE NAME: ROSE STEWART

DEPARTMENT: CITY COUNCIL

TRAINING/ CONFERENCE TITLE: TML NEWLY ELECTED CITY OFFICIALS' ORIENTATION

LOCATION: Hilton Palacio Del Rio

TRAINING / CONFERENCE DATE(S): 07/17/2025

1. Purpose of Training/ Conference

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

The New Council Orientation given by TML covered various topics including collaborating leadership, parliamentary procedure, the basic legal requirements relating to budgeting, setting tax requirements etc. The training helped with understanding these topics.

2. Summary of Activities or Topics Covered

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

I attended every workshop. I have stated some above and others were governing ethics, city regulations, land use zoning, advocating for the city resource reuse, economic development, Texas public information laws, and open meetings training.

3. Key Takeaways or Skills Learned

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

I learned a lot about the work of the City Council and the various tasks they have to decide upon.

EMPLOYEE SIGNATURE: [Signature]

DATE: 7/22/2025

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RECEIVED DATE: 7-23-25

SIGNATURE OF HUMAN RESOURCES: [Signature]

RECEIVED

JUL 23 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: 001-3260

EMPLOYEE NAME: Joe Reyes Jr

DEPARTMENT: Fire

TRAINING/ CONFERENCE TITLE: Disaster Recovery Public Assistance Programs, An Introduction - MGT-482

LOCATION: Port Lavaca

TRAINING / CONFERENCE DATE(S): July 23-24

1. Purpose of Training/ Conference

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

To complete my Infrastructure Disaster Management Certificate Program.

2. Summary of Activities or Topics Covered

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

Disaster Recovery Public Assistance Programs, An Introduction

3. Key Takeaways or Skills Learned

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

I am able to identify the FEMA Public Assistance Program and processes that contribute to improving community recovery, minimizing damage, and preventing loss.

EMPLOYEE SIGNATURE: Joe Reyes Jr DATE: 7/25/2025

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RECEIVED DATE: 7-25-25

SIGNATURE OF HUMAN RESOURCES: [Signature]



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EMPLOYEE NUMBER: 1640

EMPLOYEE NAME: BRITTNEY HOGAN

DEPARTMENT: Finance

TRAINING/ CONFERENCE TITLE: FEMA PA ASSISTANCE

LOCATION: BAUER EXHIBIT HALL PORT LAVACA TX

TRAINING / CONFERENCE DATE(S): JULY 23-24 2025

1. Purpose of Training/ Conference

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

TO LEARN MORE ON FEMA PUBLIC ASSISTANCE PRACTICES IN THE CASE OF A DISASTER. THIS TRAINING WILL BETTER PREPARE THE FINANCE DEPARTMENT IN THE EVENT OF A DISASTER.

2. Summary of Activities or Topics Covered

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

FEMA PA ASSISTANCE COVERING TOPICS ON TYPES OF ASSISTANCE, PROCUREMENT STANDARDS AND PRACTICES AND

3. Key Takeaways or Skills Learned

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

FROM ATTENDING THIS TRAINING I LEARNED THE BEST PRACTICES FOR A DISASTER IN REGARDS TO EARNING PUBLIC ASSISTANCE FOR THE AFTERMATH. FROM WHAT IS REIMBURSABLE, DOCUMENTATION REQUIRED, TIMELINE FOR ASSISTANCE, ETC.

EMPLOYEE SIGNATURE: *Brittney Hogan* DATE: 07/28/2025

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RECEIVED DATE: 07/28/2025

SIGNATURE OF HUMAN RESOURCES: *RACHEL GARZA*

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JUL 28 2025

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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: 1620

EMPLOYEE NAME: JASMINE STAFFORD

DEPARTMENT: Finance

TRAINING/ CONFERENCE TITLE: PA PROGRAM TRAINING

LOCATION: PORT LAVACA, TX

TRAINING / CONFERENCE DATE(S): 07/23-07/24

1. Purpose of Training/ Conference

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

To become more educated in the topic of Disaster Recovery Public Assistance Programs. This will allow the Finance Department to be prepared if a disaster strikes our community.

2. Summary of Activities or Topics Covered

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

During the two day training we went over many things. For example, we covered terminology, time lines, cost eligibility, and many other topics. The instructors made sure that all students were engaged by creating group activities and discussions.

3. Key Takeaways or Skills Learned

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

I took away many key points from this training. The most important ones are how FEMA will coordinate with our City to get back up and running, what information is needed when apply for assistance, and what would qualify for assistance in the eyes of FEMA.

I feel that this training was very educational and is a good course for Finance Personnel to take.

EMPLOYEE SIGNATURE: JASMINE STAFFORD DATE: 07/28/2025

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RECEIVED DATE: 07/28/2025

SIGNATURE OF HUMAN RESOURCES: RACHEL GARZA

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JUL 28 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: 4880

EMPLOYEE NAME: WILLIAM SHAFFER

DEPARTMENT: Streets

TRAINING/ CONFERENCE TITLE: Disaster recovery public assistance prog

LOCATION: Port Lavaca Bauer Exhibit hall

TRAINING / CONFERENCE DATE(S): July 23-24

1. Purpose of Training/ Conference

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

Overview of public assistance policies and procedures

2. Summary of Activities or Topics Covered

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

public assistance and procurement

3. Key Takeaways or Skills Learned

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

Policies and procedures for public assistance and procurement during disasters when dealing with FEMA.

EMPLOYEE SIGNATURE: WILLIAM SHAFFER DATE: 07/28/2025 **RECEIVED**

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RECEIVED DATE: 07/28/2025

SIGNATURE OF HUMAN RESOURCES: RACHEL GARZA **CITY OF PORT LAVACA
CITY MANAGER**

JUL 28 2025



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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: 01-3260

EMPLOYEE NAME: Joe Reyes

DEPARTMENT: Fire

TRAINING/ CONFERENCE TITLE: Disaster Management for Water and Wastewater Utilities - MGT 343

LOCATION: Conroe, Texas

TRAINING / CONFERENCE DATE(S): July 30-31, 2025

1. Purpose of Training/ Conference

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

It was to complete my Infrastructure Disaster Management Certificate Program.

2. Summary of Activities or Topics Covered

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

1. Threats to Water and Wastewater Systems
2. Disaster Planning and Management
3. Disaster Mitigation
4. Disaster Response
5. Disaster Recovery

3. Key Takeaways or Skills Learned

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

I learned how to prepare for, respond to, and recover from incidents that threaten water and wastewater facilities and systems.

EMPLOYEE SIGNATURE: Joe Reyes DATE: July 31, 2025

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RECEIVED DATE: 7-31-25

SIGNATURE OF HUMAN RESOURCES: _____

RECEIVED

JUL 31 2025

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CITY MANAGER**