
CITY OF PORT LAVACA

DATE: 07/09/2025

TO: COUNCIL AGENDA

SUBJECT: TRAINING REVIEW AND ACKNOWLEDGEMNT FORMS

1. Derrick Smith – May 20th, 2025
Training Title: 2021 IBC Essentials (International Building Code)
Location: Office On-Line
2. Karen Neal – May 19th, 2025 – May 23rd, 2025
Training Title: TAC Training - Texas Criminal Justice Information Users' Group (TCJIUG)
Location: Kerrville, TX
3. Brittney Hogan – June 9th, 2025 – June 10th, 2025
Training Title: GFOAT Budget Academy (Government Finance Officers Assoc. of Texas)
Location: Austin, TX
4. Cynthia Heysquierdo – June 9th, 2025 – June 11th, 2025
Training Title: TX-American Public Works Assoc Conf.
Location: McAllen, TX
5. William Shaffer – June 9th, 2025 – June 11th, 2025
Training Title: TX-American Public Works Assoc Conf.
Location: McAllen, TX



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JUN 18 2025

CITY OF PORT LAVACA
CITY MANAGER

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: Code Enforcement

TRAINING/ CONFERENCE TITLE: 2021 IBC Essentials

LOCATION: Office (Live Online)

TRAINING / CONFERENCE DATE(S): May 20

1. Purpose of Training/ Conference

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

Refresher course for commercial construction. Course attendance also provided CEUs.

2. Summary of Activities or Topics Covered

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

The course provided how to better apply the IBC in various applications.

3. Key Takeaways or Skills Learned

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

A better understanding of the intent of the code. A very good refresher course on the different occupancy requirements. It had good diagrams showing the different fire walls and partitions of different construction assemblies. It also addressed occupancy loads, emergency egress, ADA requirements and safety glazing requirements.

EMPLOYEE SIGNATURE: DERRICK SMITH DATE: 06/18/2025

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EMPLOYEE NUMBER: 01-2320

EMPLOYEE NAME: KAREN NEAL

DEPARTMENT: Police

TRAINING/ CONFERENCE TITLE: TAC/TCJIUG

LOCATION: Kerrville, TX

TRAINING / CONFERENCE DATE(S): 5/19/2025 to 5/23/25

1. Purpose of Training/ Conference

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

Keep up to date on changes.

Ask questions from experts.

Network with others in field

Learn new information.

2. Summary of Activities or Topics Covered

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

TAC Training, Violent Person File, CISM

peer support, IT best practices, FUGINET

Trainer/Trainee relationship, TCIC Audit

Stress, Tough Calls, Negotiations,

Case Study, Keynote, Importance of Why

3. Key Takeaways or Skills Learned

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

FUGINET new database for CJ use. Better

prepared for Audit. Lots of Mental

Health information to bring back to

co-workers.

EMPLOYEE SIGNATURE:  DATE: 05/29/2025

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EMPLOYEE NUMBER: 01-1640

EMPLOYEE NAME: BRITTNEY HOGAN

DEPARTMENT: Finance

TRAINING/ CONFERENCE TITLE: GFOAT Budget Academy

LOCATION: Austin, TX

TRAINING / CONFERENCE DATE(S): 06/09-06/10/2025

1. Purpose of Training/ Conference

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

Budget has kicked off and this training provides detailed insight into every step of the budget process and requirements from CIP, long-range forecasting, revenues, expenditures, and even the presentation to city council. This training not only was a refresher on budget topics, but also provided additional knowledge of what goes into a City's annual budget and what is required to receive the GFOA budget award.

2. Summary of Activities or Topics Covered

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

Long range forecasting, City council presentation, implementation of budget, personnel expenses, one-time expenses, recurring expenses, property tax revenue, sales tax revenue, all other revenues, how to project for current year, Capital Improvement Plan, Capital expenditures, Debt forecasting

3. Key Takeaways or Skills Learned

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

Budget techniques to start implementing into the City's Annual budget. We have not provided a long range forecasting for the City and this training provided some important training to start doing this.

EMPLOYEE SIGNATURE: Brittney Hogan DATE: 06/13/2025

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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: 4325

EMPLOYEE NAME: CYNTHIA HEYSQUIERDO

DEPARTMENT: Public Works

TRAINING/ CONFERENCE TITLE: TX American Public Works Assoc. Conf.

LOCATION: McAllen, TX

TRAINING / CONFERENCE DATE(S): 6/9/25 - 6/11/25

1. Purpose of Training/ Conference

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

The American Public Works Assoc. Texas Chapter's Annual Conference is an educational and networking event with a program tailored to public works employees, including directors, supervisors, and field staff, as well as the consultants, vendors, and manufacturers who support and do business with them.

2. Summary of Activities or Topics Covered

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

Real-Time Water Quality Monitoring for Texas Public Works, Innovative Force Main Rehabilitation, Staying Compliant Before TCEQ "Tanks" Your Day, Innovations in AI and Data Analytics for Smarter Water Infrastructure Management, Underground Facility Damage Prevention & Safety, etc.

3. Key Takeaways or Skills Learned

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

Regulatory compliance, innovative force main rehabilitation practices, investigation/reporting requirements, excavation laws, and how AI and data analytics support resilience and sustainability for infrastructure.

EMPLOYEE SIGNATURE: [Signature] DATE: 06/20/2025

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CITY MANAGER

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 TITLE: TX-APWA Annual Conference

LOCATION: McAllen Tx

TRAINING / CONFERENCE DATE(S): June 9th-11th

1. Purpose of Training/ Conference

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

The purpose of attending this conference was to meet with peers and learn about issues that face public works and find solutions that work.

2. Summary of Activities or Topics Covered

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

- 1) Deferred Sidewalk Maintenance: How a \$30K Annual Maintenance Budget Became \$3 Million
- 2) Optimized Maintenance Project Grouping for Effective Pavement Management: An AI based Data-Driven Approach to a 6-Year Work Plan
- 3) No Trenches, No Trouble: Modern Solutions for Corpus Christi's Asbestos Pipes
- 4) Guide to Creating a Pavement Management System for Small and Medium-Sized Cities
- 5) Repairing Roads for Less than Half the Cost- A Panel Discussion with Texas Road Professionals
- 6) Winning Public Works - Training and Education and how it improves productivity
- 7) Keynote speaker - creativity in the workplace

3. Key Takeaways or Skills Learned

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

What this event has provided is insight into utilizing new technologies to improve overall service to the community and improve productivity in the various fields of work. For example, utilizing AI to complete the required ADA sidewalk transition plan, pavement assessment, and capital project planning. Additionally, I learned of a new method of asbestos cement pipe replacement that won't leave me with no way of disposal. Finally, we discussed training and education as a way to motivate staff and get them excited about the work they do.

As a side note the city of Port Lavaca Street department will be highlighted in a video posted on Asphalt Zippers website because of the cost savings we managed on the Henry, Bonorden, and Schooley St rehab project.

EMPLOYEE SIGNATURE: WILLIAM SHAFFER DATE: 06/19/2025

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