



# CITY OF SWEENY

102 W. Ashley Wilson Rd. • PO Box 248 • Sweeny, Texas 77480 • P: (979) 548-3321

## City Secretary – Monthly Departmental Update

Reporting Period FY25/26: May 01-31

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### Council/Board Related Activities

- Council Meetings Prepared: 2
  - Agendas, Packets, Minutes, and Prep/Finalizations
- CIC Meeting 1
  - Agenda Creation, Minutes Worksheet, Chairmans Notes
- Resolutions Completed 2
- Ordinances Proposals Completed 3
- Notice of Potential Quorums: 2

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### Grants and Funding Opportunities

- TWDB WSIG: Conservation Plan Completed and Submitted to TWDB for review; Application & Research in Progress; WSIG webinar 05/13
- RCP Phase I issues found; Request for Information (RFI) issued
- GLO Ave A Project Closeout in Progress; Progress Mtg. 05/06

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### Public Information Act (PIA)

- Public Information Requests:
  - Completed 21
  - OGA Opinions Requested 1
  - OGA Opinions Received and Completed 3

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### Communications / IT

- Website Updates: *Content, Calendar, Newsfeeds, Closures, Elections, and Required Postings*
- Facebook Postings 22
- Addition of FB Administrators
- ADA Discussions with DOJ, Revize- Mandate of ADA new Requirements pushed to 2028

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### General Department Operations

- Rezone Application Submittals for the EDC Industrial Park
- Drafting and submission of the Tyler Incode Court Module termination agreement
- Safebuilt contractual continuation meeting
- Completion of Fundview permitting creation and training within the new system
- Civic Plus migration meeting kickoff; Agenda Software
- IT meetings/SQ3; including FY budget review, electronic retention system discussion, and litigation information review

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### Elections

- Elections Completions: Oaths, Statements, Certificate
- New Official Setups/IT/email creation/Website/TML/American Legal updates, etc.
- Exiting Official Completions

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### Municipal Court

- Report Attached

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### Developmental Services & Building Rentals

- Reports Attached