

Q3 CAO LEADERSHIP UPDATE:

APRIL

- Facilitated meeting with City and LSPS to determine scope of work for a contract to be acted upon by City Council for completion of the EPA-mandated lead and copper service line inventory.
- Conducted subdivision development meeting with potential developer
- Held preliminary budget hearings with department heads for FY25 budget.
- Conducted field meeting with SEDC members and City staff to discuss corrective measures to get utilities connected for tenants at Industrial Park.
- Began work to segregate departments and within the budget and General Ledger.
- Began work to rename all account codes for new GL in new ERP system.
- Attended Brazoria County Petrochemical Forum.
- Gathered support for HGAC Livable Centers grant from area stakeholders including Sweeny Community Hospital and Sweeny ISD. Gathered data for grant application.
- Attended mandatory Texas Parks and Recreation meeting NE of Houston – prerequisite for 50% matching grant application.
- Met with SISD Maintenance on fire alarm issue.
- Construction kick-off meeting for GLO Sanitary Sewer Project.
- Hosted annual 2nd grade Field Trip at City Hall for 4 classes of students.
- One additional special meeting – packet preparation.
- Prepared Q2 quarterly investment report.

MAY

- Attended Brazoria County estimated property values kick off meeting.
- Continued FY25 budget and new Chart of Accounts preparation.
- Participated in 2-day Railroad Commission audit and collaborated with RRC auditors on corrective measures.
- Annual Water Consumption Report training with Inframark.
- Assisted Beautification Committee with Pride Day preparations.
- Conducted Fund View ERP implementation project kick off meeting.
- Met with Sweeny EDC and contractor in 2 meetings to develop construction punch list and project close out measures and determine how City can help.
- Monthly meeting with M. Medina concerning EDC activities.
- Attended monthly EDC meeting and alerted EDC members about Industrial Park concerns – need for immediate erosion control with anticipated heavy rain, other issues including no curbs to keep debris off road, fire hydrants abutting roadway without any barrier, no safety paint marking the bridge, no reflectors, no street lights, no street signage, no lane divider.
- Attended annual Sweeny Scholars luncheon and gave recognition to students.
- Submitted HGAC Livable Centers study grant.
- Wrote City's first comprehensive financial policy for Council's consideration.

- Enrolled City in SHRIMP program for gas utility compliance resources.
- Participated in parade preparation for Pride Day annual event and served as a tasting judge in Men's Cake Baking Competition.
- Provided support to EDC in assessing Quick Books entry.
- Met with property liability and windstorm insurance rep twice and identified cost savings for FY25.
- Met with health insurance carrier rep for annual estimation of costs for FY25.
- Met with resident concerning outstanding Beautification park memorial project completion at Exa Mae Keller Park. This will be a Parks and Rec FY25 budget item request.
- Participated in Sweeny Chamber meetings on annual fund raiser. Contacted several individuals, businesses, and organizations for sponsorships.
- Participated in the Sweeny HS talent show as a judge.
- Prepared agenda packet for additional special City Council session.
- Completed TML Risk Pool Drug and Alcohol Training for supervisors; directed all directors and supervisors to take the same training for regulatory compliance with the Railroad Commission.

JUNE

- Completed and submitted City's application to the FY 2024 Natural Gas Distribution Infrastructure and Safety Modernization Grant for \$11.94M.
- Obtained letters of support for gas grant application from Congressman Randy Weber and Representative Vasut.
- Conducted 2024 Hurricane Season kick off meeting with Public Safety personnel.
- Prepared the FY25 preliminary budget draft for General and Enterprise Funds.
- Attended annual Texas City Management Association conference.
- Met with a developer to discuss subdivision and commercial development.
- Assisted the Sweeny Chamber with annual fundraiser event preparation, fund raising, and hosting event.
- Coordinated pavilion structure assembly with City staff and Adeptability.
- Completed 6 hours of continuing education training through GFOA called, "Fiscal First Aid."
- Prepared several council meeting agenda items.
- Conducted several meetings with Strand and David Jordan related to the gas grant.
- Contacted property owner at 1301 Avenue A to discuss installation of a master meter for Code compliance.