



# 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: March 01-31

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### Council/Board Related Activities

- Council Meetings Prepared: 2
  - Agendas, Packets, Minutes, and Prep/Finalizations
- CIC Meeting Prepared for 04/02 1
  - Agenda Creation, Minutes Worksheet, Chairmans Notes
- Resolutions Completed: 2
- Ordinances Completed: 1
- Notice of Potential Quorums: 1

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### Grants and Funding Opportunities

- GLO Sewer/Ave A Project closeout started
- GLO LCP Call for Projects submitted
- ARPA closeout started
- TWDB WSIG grant Admin Services/Engineering RFQ in progress
- RCP initial kickoff and phase I completed

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### Public Information Act (PIA)

- Public Information Requests:
  - Completed 4
  - OGA Opinions Requested 2

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### Communications / IT

- Website Updates: *Content, Calendar, Newsfeeds, Closures, Elections, and Required Postings*
- CTY's & Facebook Postings as needed

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### General Department Operations

- Annexation Preparation and Drafted Documents
- Records Transfer
- Engineering RFQ completions
- Annual Court Confidentiality Forms Completed
- Debris/Disaster agreement extensions completed

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### Elections

- Online Statutory Filings/Notices Completed; Website updated accordingly
- Ballot completions & Audio Reviewal