



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: November 01-30

Council/Board Related Activities

- Council Meetings Prepared: 2
 - Agendas, Packets, Minutes, and Prep/Finalizations
- Resolutions Completed: 2
- Capital Improvement Committee Meetings Prepared: 1
 - Agendas, Prep/Finalizations
- Notice of Potential Quorums: 1
- Deadline reached for tax rate petition

Grants and Funding Opportunities

- GLO Quarterly Audit Onsite; 11/3/2025- Completed
- Interlocal Submissions
- CDBG Rescope & Budgeting Work; concurrent with Interlocal Request
- GLO RCP SF424 Submitted
- TDEM CC Generator Closeout started; received final reimbursement from TDEM
 - TDEM covered \$72,956.25; COS responsibility \$4,863.75
 - COS Only responsible for apprx. 6.5%; TDEM covered the remaining 19% + cost overrun

Public Information Act (PIA)

- Public Information Requests:
 - Received 6
 - Time Ext. Requested 1
 - Extensive 5
 - Archiving Platform Update

Communications / IT

- Website Updates: *Content, Calendar, Newsfeeds, Closures, and Required Postings*
- CTY's
- Phone Re-programming for Holiday Closures with new system
- Microsoft Account Audit & FY26 Updates

General Department Operations

- FundView Conversion Processing:
 - Court System is currently LIVE
 - Court System Cash Receipting Training held; all CH Employees
 - Full Court Admin Training; Court Clerk, CS, & Finance
 - Brazos System Integration meetings; scheduled for 12/17
 - Computers, Printers, Credit Card Machines configured/Removed Previous Court provider
- Contract Negotiations- Waste Connections

Elections

- 2026 Elections: *Initiated & In Progress*