



AGENDA MEMO

Business of the City Council
City of Sweeny, Texas

Meeting Date	10/21/2025	Agenda Items	
Approved by City Manager		Presenter(s)	
Reviewed by City Attorney		Department	City Manager; Finance
Subject	Discussion and possible action to the integrated operating system conversion process and possible procedural changes.		
Attachments / Supporting documents			
Financial Information	Expenditure Required:	\$	
	Amount Budgeted:	\$	
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

Executive Summary

The City is converting to a new system for General Ledger, Accounts Payable, Payroll, Utility Billing, Permitting, and Municipal Court. The conversion is progressing on schedule and is expected to continue through the beginning of December. Staff will be taking on extra duties to implement these new systems and will be attending trainings, as well. Some of our normal processing duties may experience minor delays as the new system is implemented, but we are committed to keeping the City running as smoothly as possible.

We anticipate a few procedural changes to comply with the new system and possibly some delays in standard procedures, specifically in utility billing. Turn off days in November and December both fall during holiday weeks and leave limited time for customers to pay and have services turned back on before the City is closed for the holidays; therefore, staff recommends delaying these turn off days until after the holidays. The December 1st billing will be the first billing in the new system, and we have been informed that this billing is often delayed a day or two. In order to allow customers ample time to receive their bills and make payments, staff anticipates that late fees for payments after December 15th may need to be waived.

Staff is requesting that the City Manager be authorized to make procedural changes that will be necessary to comply with the FundView implementation.

Recommended Action

Staff requests that Council authorize the City Manager to make procedural changes that are necessary to comply with FundView and to reschedule normal operations as needed to ensure a smooth transition to the new system as well as waive late fees on December utility bills if needed.