



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: December 01-31

Council/Board Related Activities

- Council Meetings Prepared: 1
 - Agendas, Packets, Minutes, and Prep/Finalizations
- Resolutions Completed: 1
- Notice of Potential Quorums: 1
- PFIA refresher completed; 5 hours

Grants and Funding Opportunities

- GLO Project Closeout and Final Payments reconciliation; On 01/20 agenda
- Interlocal Submissions – Cedar Street Lift Station & Drainage/Road Repair in same area
- Interlocal budgeting request breakdown and submitted
- GLO RCP SF424 Submitted & Approved
- Meeting with GrantWorks Representative/ CM

Public Information Act (PIA)

- Public Information Requests:
 - Received 10
 - Extensive 2
- Comptrollers Bond Reporting Webinar Completed

Communications / IT

- Website Updates: *Content, Calendar, Newsfeeds, Closures, and Required Postings*
- CTY's

General Department Operations

- FundView Conversion Processing:
 - Citation Import Completed
 - Municipal Court, Utilities, and General Ledger modules are LIVE
 - Permitting and C/E in beginning development process
- Debris Monitoring and Grant Admin Services contracts under extension execution.
- Engineering RFP in progress; Due 02/09/2025
- Mutual Aid Submitted; EM Services with DPS for SISD EM's
- Annexation Preparation and Drafted Documents:
 - COS Annexation Plan, COS Service Plan, Tailored Service Plan, Service Plan Agreement, BOC Preparation, Re-platting Preparation
- Records Reconciliation Prep for February's Annual RCI Completion; Boxes to be transferred 01/26

Elections

- Attended Annual Elections meeting at Brazoria County Clerks Office; 12/10
- 2026 Elections: Applications and Packet are eligible for pickup or viewing online
- First date to file is January 14th; Ordinance to Call Election set for 01/20 Mtg.
- Online Statutory Filings Completed on website