



# 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: January 01-31

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### Council/Board Related Activities

- Council Meetings Prepared: 1
  - Agendas, Packets, Minutes, and Prep/Finalizations
- CIC Meeting Prepared for 02/05 1
  - Agenda Creation, Minutes Worksheet, Chairmans Notes
- Resolutions Completed: 1
- Ordinances Completed: 1
- Notice of Potential Quorums: 1

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### Grants and Funding Opportunities

- GLO Project Closeout and Final Payments reconciliation; Final Construction Cert. approved on 01/20 agenda; Completion submittals
- CDBG MIT- LMI's & Tabulation Resubmittal
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### Public Information Act (PIA)

- Public Information Requests:
  - Completed 9
  - Attorney General Opinions 1
  - Comptroller Bond Reporting Completed

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### Communications / IT

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

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### General Department Operations

- FundView Conversion Processing:
  - Citation Import Completed
  - Permitting documentation and information submitted for build out
- Engineering RFP in progress; Due 02/09/2025
- Annexation Preparation and Drafted Documents:
  - COS Annexation Plan, COS Service Plan, Tailored Service Plan, Service Plan Agreement, BOC Preparation, Re-platting Preparation
  - Meeting with Kirk 01/08
- Records Reconciliation Prep for February's Annual RCI Completion; Boxes transferred 01/26
- Audited by KM&L; last week of January in house
- Collaborative departmental review of Parks applications

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### Elections

- 2026 Elections: Applications accepted and processed upon receipt
- Election Ordered; Brazoria County filings submitted
- Online Statutory Filings Completed on website