



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: February 01-28

Council/Board Related Activities

- Council Meetings Prepared: 1
 - Agendas, Packets, Minutes, and Prep/Finalizations
- CIC Meeting Prepared for 03/05 1
 - Agenda Creation, Minutes Worksheet, Chairmans Notes
 - Completion of 02/05 meeting documents
- Resolutions Completed: 3
- Notice of Potential Quorums: 1

Grants and Funding Opportunities

- GLO Quarterly Audit Completed; 02/23
- Research, CFP, and submittal requirements for GLO LCP 2024 & TWDB WSIG grants
- RCP initial submittal documents completed
- RCP kick off meeting held 02/25
- ARPA Records retrieval and consolidation of archived documents for anticipated closeout

Public Information Act (PIA)

- Public Information Requests:
 - Completed 14
 - Attorney General Opinions 1

Communications / IT

- Website Updates: *Content, Calendar, Newsfeeds, Closures, Elections, and Required Postings*
- CTY's- Water Distribution System Notice and Increased Flushing

General Department Operations

- Engineering RFP deadline and scoring
- Annexation Preparation and Drafted Documents
- BOC letters sent, advertisements completed & Joint meeting scheduled for 03/26/26 6P
- Annual Records Retention Completed with RCI
- Annual Court Security Meeting & Implementation of Court Emergency Management Plan
- Court updates pursuant to updated standing orders & Fundview implementation

Elections

- 2026 Elections: Applications accepted and processed
- Elections Ballot Drawing Completed
- Election Ordered; Brazoria County filings submitted
- Online Statutory Filings/Notices Completed; Website updated accordingly