



OFFICE OF THE CITY MANAGER

LEADERSHIP UPDATE FOR FY24 Q2

ADMINISTRATION / FINANCE:

- Financial pre-audit
- Annual financial audit
- New accounting system software request for proposal and recommendation to city council
- Q2 investment report
- PFIA training renewal
- Completed annual performance reviews.
- Recruited PW Office Manager
- Work on several grants – spreadsheet of grant activities attached.
- Investigated damage claim on Rural Ln at private residence; insurance claim submitted.
- FY25 budget process started, new account code creation in progress.
- Segregated departments in General Fund, Enterprise Fund, and Court Fund for improved budget transparency.
- Personnel Guidelines under review and revision.
- Implementation of a written Utility Billing policy in progress.
- Community Center policy revisions in progress.
- Registered City of Sweeny for participation in procurement cooperative T.I.P.S.

UTILITIES:

- Railroad Commission compliance review and service agreement.
- Completed / submitted Risk and Resiliency Report required by EPA.
- Completed / submitted Emergency Response Plan required by EPA.
- Executed agreement with Byrd Brothers for city-wide generator maintenance and repair. All generators except for one operational.
- Sewer plant operator recruitment
- Pre-bid, Bid-opening, and contractor selection and recommendation to Council concerning construction for GLO-funded sanitary sewer line replacement project.
- Booster pump replacement research at water plant
- Replaced polyphosphate feed line at water plant.
- Finalized TCEQ compliance activity review and update to close out November 2023 complain investigation.
- Texas Water Development Board project information form (PIF) submitted.



CITY OF SWEENY

102 W. Ashley Wilson Rd . • PO Box 248 • Sweeny, TX 77480 • P: (979) 548-3321 • www.sweenytx.gov

- Published RFQ for TWDB application submittal and water improvement project engineering.
- Initiated donation outreach to fund City of Sweeny hosting Rice Belt Chapter of Texas Water Utilities Association monthly continuing education meeting.
- New Bermesa 6” return activated sludge (RAS) pump installed at sewer plant.
- Research on impact fees to make recommendation to City Council.
- Identified solution to complete mandated lead and copper inventory report and submit to TCEQ prior to October 16, 2024 deadline.
- Requested extension on total suspended solids (TSS) to achieve 3 full months of reads after most recent RAS was installed. Extension granted.
- Corresponded with private companies and responded to several water system inquiries to request in-kind contributions for water system improvements.
- Researched elevated storage tank maintenance needs.

OPERATIONS:

- Cleared all unused rubble from area between workshop and Public Works building on 2nd Street.
- Renewed agreement with Brazoria County for mosquito control aerial spraying.
- Conducted development meetings with 3 residential home developers, 1 commercial construction developer, and 2 business recruitments.
- CIP program developed and adopted by Council on January 30, 2024.
- Corresponded with TxDOT about TxDOT ROW safety issue improvement.
- Procured shipping container and had window A/C unit installed to serve as the City’s new records room.
- Cleared out all City property from within 111 W. 3rd Street.
- Completed re-plat and deed activities for property located at 111 W. 3rd St. to be new Brazosport Cares site.

COMMUNITY ACTIVITY:

- Participated in Education Foundation GATA awards at all SISD campuses.
- Joined Sweeny Chamber of Commerce.
- Attended Sweeny Beautification Mardi Gras Fest and participated as a food judge (City manager perk!).
- Attended Education Foundation Denim and Diamonds Auction and Dinner.
- Attended Beautification meeting.
- Attended animal shelter fund raiser event.