

**MINUTES
OF
CITY OF WHARTON
FINANCE COMMITTEE MEETING
120 EAST CANEY STREET
WHARTON, TEXAS 77488
Monday, November 9, 2020 –5:30 p.m.**

City Manager Andres Garza, Jr., declared a meeting of the City Council Finance Committee duly open for the transaction of business at 5:37 p.m.

Committee Members present were: Mayor Tim Barker, Councilmember Russell Machann and Councilmember Alice Heard.

Committee Member absent was: None.

City Council Member present was: Councilmember Terry Freese.

Staff members present were: City Manager Andres Garza, Jr., Assistant to the City Manager Brandi Jimenez, Finance Director Joan Andel, Civic Center Manager Makyla Monroe, EMS Director John Kowalik and Community Development Director Gwyn.

Staff member absent was: None.

Visitors: None.

Public Comments. There were no public comments.

The first item on the agenda was to review and consider minutes from the meeting held October 26, 2020. Councilmember Russell Machann made a motion to approve the minutes as presented. Councilmember Alice Heard seconded the motion. All voted in favor.

The second item on the agenda was to review and consider Wharton Civic Center Improvements:

- A. Resolution: A resolution of the Wharton City Council awarding a contract for improvements to the Duncan Meeting Room in the Civic Center and authorizing the Mayor of the City of Wharton to execute all documents related to said contract.
- B. Resolution: A resolution of the Wharton City Council awarding a contract for Civic Center Improvements and authorizing the Mayor of the City of Wharton to execute all documents related to said contract.

Civic Center Manager Makyla Monroe stated to the Committee that the Main Hall and the Duncan Auditorium at the Civic Center were in need of repairs. She stated that three (3) bids were received for the Main Hall improvements. She stated that the bids included removing all existing wallpaper in the Main Hall and the Pre-Function Area, painting the entire Main Hall, Pre-Function Area, office hallway, O'Quinn hallway, kitchen and back hallways and new cove base where needed. The bid totals were as followed:

- \$41,856.00 – Rosenberg Carpet & Flooring.
- \$42,100.00 – Houston Painting S&S LLC.
- \$41,675.00 – Martinez Painting and Contractors.

She also stated that bids were received for the Duncan Auditorium. She stated that a total of three (3) bids were received. She stated that the bids included removal of all wallpaper, sheetrock repair and fresh paint in the Duncan Auditorium. The bid totals were as followed:

\$7,450.00 – Rosenberg Carpet & Flooring.

\$8,700.00 – Houston Painting S&S LLC.

\$10,550.00 – Martinez Painting and Contractors.

She stated that although Rosenberg Carpet was not the low bidder on the project, however, she was still recommending Rosenberg Carpet. She stated that the difference was only \$181.00 and that she has worked with Rosenberg Carpet on previous projects at the Civic Center and she was thoroughly pleased. She also stated that Rosenberg Carpet was available to start as soon as possible. After some discussion, Councilmember Alice Heard made a motion to recommend to the City Council to award the contract to Rosenberg Carpet & Flooring for the Civic Center Main Hall and the Duncan Auditorium. Councilmember Russell Machann seconded the motion. All voted in favor.

The third item on the agenda was to review and consider Resolution: A resolution of the Wharton City Council adopting the City of Wharton Investment Policy after the Annual Review of City of Wharton Investment Policy and setting an effective date. Finance Director Joan Andel stated to the Committee that The Public Funds Investment Act, required the City Council to review and adopt, by resolution, the investment policies and strategies for the City of Wharton on an annual basis. She stated to the Committee that she had submitted the current City of Wharton's Investment Policy to Mr. James Gilley, Financial Advisor at U.S. Capital Advisors for his review and at this time no changes were needed to the Policy. After some discussion, Councilmember Russell Machann made a motion to recommend to the City Council the adoption of the City of Wharton Investment Policy. Councilmember Alice Heard seconded the motion. All voted in favor.

The fourth item on the agenda was to review and consider Proposed write offs:

A. City of Wharton EMS.

B. Utilities.

Finance Director Joan Andel stated to the Committee that Ms. Debra Medina, from Prudentia, was recommending that any account that was self-pay and has not had any activity in a year be written off. She presented the Committee with the list of those accounts. She stated that the City Staff had checked the utility billing system to see if there were any accounts that would provide current addresses to enable Prudentia to seek further collection on any accounts that were returned with bad addresses. She stated that all of those accounts had been transferred to Linebarger, Goggan, Blair, and Sampson LLC for collection efforts to begin from the City of Wharton's outside collectors. She stated that it was her recommendation that the total amounts be written off of the Emergency Services Accounts Receivable and should any future collections be received; the write-off will be reversed and the payment applied. After some discussion, Councilmember Russell Machann made a motion to recommend to the City Council to approve the write-offs for the City of Wharton EMS. Mayor Tim Barker seconded the motion. All voted in favor.

Finance Director Joan Andel stated to the Committee that the Utility Department was requesting that uncollected balances from October 2019 through September 2020 be written-off due to non-payment. She stated that the uncollected balances were mainly due to customers who have moved away without finalizing their accounts. She stated that the City had applied the customers' deposit to the account but a balance remains unpaid. She stated that each of these customers had received a final bill. She stated that the customers would not allowed to open a new utility account in the future until all utility bad debts owed to the City have been cleared. After some discussion, Councilmember Russell Machann made a motion to recommend to the City Council the approval

of the write-offs for the Utility Department. Mayor Tim Barker seconded the motion. All voted in favor.

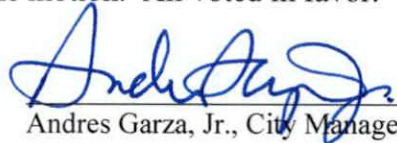
The fifth item on the agenda was to review and consider Update on City of Wharton Projects:

- A. Update on the City of Wharton 2020 Street Improvement Project.
- B. Update on the City of Wharton Drainage Projects.
- C. Update on the Utility Improvements and Relocation Projects.

The City Staff presented to the Committee an update on the City of Wharton 2020 Street Improvement Project, the City of Wharton Drainage Projects and the Utility Improvements and Relocation Projects. No action was taken.

The sixth item on the agenda was adjournment. Councilmember Russell Machann moved to adjourn. Councilmember Alice Heard seconded the motion. All voted in favor.

The meeting adjourned at 6:17 p.m.


Andres Garza, Jr., City Manager