



**CITY OF WHARTON  
FINANCE COMMITTEE MEETING**

**Monday, February 26, 2024  
6:15 PM**

***120 EAST CANEY STREET WHARTON, TEXAS  
77488***

**NOTICE OF  
CITY OF WHARTON  
FINANCE COMMITTEE MEETING**

Notice is hereby given that a Finance Committee Meeting will be held on Monday, February 26, 2024, at 6:15 PM at the Wharton City Hall, 120 East Caney Street, Wharton, Texas, at which time the following subjects will be discussed to-wit:

**SEE ATTACHED AGENDA**

Dated this 22nd day of February 2024.


By:   
Joseph R. Pace, City Manager

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Finance Committee Meeting is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice on the bulletin board, at City Hall of said City or Town in Wharton, Texas, a place convenient and readily accessible to the general public at all times, and said Notice was posted on February 22, 2024, at 4:30 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

The Wharton City Hall is wheelchair accessible. Access to the building and special parking is available at the primary entrance. Persons with disabilities, who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at (979) 532-4811 Ext. 225 or by FAX (979) 532-0181 at least two (2) days prior to the meeting date. BRAILLE IS NOT AVAILABLE.

Dated this 22nd day of February 2024.

**CITY OF WHARTON**

By:   
Paula Favors  
City Secretary



**A G E N D A**  
**CITY OF WHARTON**  
**Finance Committee Meeting**  
**Monday, February 26, 2024**  
**City Hall - 6:15 PM**

**Call to Order.**

**Roll Call.**

**Public Comments.**


**Review & Consider:**

1. Minutes from the meeting held February 12, 2024.
2. City of Wharton Proficiency Allowances:
  - A. Resolution: A resolution of the Wharton City Council updating the proficiency allowance for the City of Wharton Employees.

**Adjournment.**

City of Wharton  
120 E. Caney Street  
Wharton, TX 77488

## FINANCE COMMITTEE

Meeting Date:	2/26/2024	Agenda Item:	Minutes from the meeting held February 12, 2024.
Attached is a copy of the draft minutes from the meeting held on February 12, 2024.			
City Manager: Joseph R. Pace		Date: Thursday, February 22, 2024	
Approval: 			
Mayor: Tim Barker			

**MINUTES  
OF  
CITY OF WHARTON  
FINANCE COMMITTEE MEETING  
120 EAST CANEY STREET  
WHARTON, TEXAS 77488  
Monday, February 12, 2024–6:00 p.m.**

City Manager Joseph R. Pace declared a meeting of the City Council Finance Committee duly open for the transaction of business at 6:00 p.m.

Committee Members present: Mayor Tim Barker; Councilmember Larry Pittman, and Councilmember Russell Machann.

Committee Members absent: None.

City Council Members present: Councilmember Terry Freese.

Staff members present: City Manager Joseph R. Pace; Assistant to the City Manager Brandi Jimenez; City Secretary Paula Favors; Director of Planning & Development Gwyn Teves; Finance Director Joan Anandel; Chief of Police Terry David Lynch and EMS Director Christy Gonzales.

Staff members absent: None.

Visitors: Ms. Debra Medina.

Public Comments. There were no public comments.

The first item on the agenda was to review and consider minutes from the meeting held on January 22, 2024. Councilmember Russell Machann made a motion to approve the minutes as presented. Councilmember Larry Pittman seconded the motion. All voted in favor.

The second item on the agenda was to review and consider a Resolution: A resolution of the Wharton City Council rescinding the City of Wharton Resolution No. 2022-110 and approving new rates for Emergency Medical Services. EMS Director Christy Gonzales and Ms. Debra Medina presented the Committee with the new rates. After some discussion, Councilmember Larry Pittman made a motion to recommend to the City Council to rescind the City of Wharton Resolution 2022-10 and approve the new rates for Emergency Medical Services. Councilmember Larry Pittman seconded the motion. All voted in favor.

The third item on the agenda was to review and consider a Resolution: A resolution of the Wharton City Council awarding a contract for the Wharton Police Department Roof Project and authorizing the Mayor of the City of Wharton to execute all documents related to said contract. Finance Director Joan Anandel stated to the Committee that the City Staff had obtained bids for the Wharton Police Department Roof Project. She stated that all three bids received were members of the TIPS Co-operative Program. The bids received are as follows:

- 1. Monument Roofing Systems \$48,540.00
- 2. Jaco Roofing and Construction \$76,500.00
- 3. Brazos Commercial Roofing \$109,375.00

After some discussion, Councilmember Russell Machann made a motion to recommend to the City Council to award a contract to Monument Roofing Systems for the Wharton Police Department Roof Project. Mayor Tim Barker seconded the motion. All voted in favor.

The fourth item on the agenda was to review and consider City of Wharton Proficiency Allowances:

- A. Resolution: A resolution of the Wharton City Council updating the proficiency allowance for the City of Wharton Employees.

City Secretary Paula Favors stated to the Committee that although some of the proficiency allowances have been in place for several years, the City Staff was recommending that it be updated to add Bilingual Proficiency, Basic Animal Control Officer Proficiency Pay, and Water License D Proficiency Pay. After some discussion, Councilmember made a motion to recommend to the City Council to table this item to a later date. Councilmember Larry Pittman seconded the motion. All voted in favor.

The fifth item on the agenda was to review and consider Scope of Qualifications for the City of Wharton CDBG-DR Buyout Program Demolition Services funded and administered through the Texas General Land Office (GLO) Administration. Director of Planning & Development Gwyn Teves stated to the Committee that the City Staff solicited Scopes of Qualifications for demolition services in reference to the City of Wharton CDBG-DR Buyout Program. She stated that the Scopes of Qualifications were received at City Hall and needed to be evaluated to select the most advantageous submissions to request cost proposals. Scopes of Qualifications were received from the following:

1. DSW Homes LLC
2. Sitek Omni Services
3. Grant Mackay
4. Albo LLC
5. C4 Land Management
6. JW Turner Construction
7. Triple J Demo

The Committee reviewed the scored qualifications. After some discussion, Councilmember Russell Machann made a motion to recommend to the City Council to request cost proposals from the two highest-ranked qualifications. Councilmember Larry Pittman seconded the motion. All voted in favor.

The sixth item on the agenda was adjournment.

The meeting was adjourned at 6:45 p.m.

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Joseph R. Pace, City Manager


City of Wharton  
120 E. Caney Street  
Wharton, TX 77488

## FINANCE COMMITTEE

Meeting Date:	2/26/2024	Agenda Item:	City of Wharton Proficiency Allowances: A. Resolution: A resolution of the Wharton City Council updating the proficiency allowance for the City of Wharton Employees.
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Attached is a draft resolution updating the proficiency allowances the City offers its employees. Although some proficiency allowances have been in place for several years, the City Staff recommends updating this resolution to add Bilingual Proficiency, Basic Animal Control Officer Proficiency Pay, and Water License D Proficiency Pay. At the February 12, 2024, Finance Committee meeting concerns were brought forth regarding the Bilingual Proficiency Pay and how it would be administered. Those issues will be addressed with the Finance Committee so all questions can be answered.

City Secretary Paula Favors will be present to answer any questions.

City Manager: Joseph R. Pace	Date: Thursday, February 22, 2024
Approval: 	
Mayor: Tim Barker	



# City of Wharton

120 E. Caney Street ° Wharton, TX 77488  
Phone (979) 532-2491° Fax (979) 532-0181

## MEMORANDUM

Date: February 22, 2024  
From: Paula Favors, City Secretary  
To: Joseph R. Pace, City Manager  
Subject: Proficiency Pay Resolution

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Attached is a copy of a draft Proficiency Pay Resolution. The Personnel Department has worked with several departments on the request to create a Bilingual Proficiency Pay Policy. There are some departments that have employees that are utilized to speak Spanish when the need arises and this policy would give a monthly stipend for the City having to use their service. After the Finance Committee meeting on February 12, 2024, there were several questions regarding the administering of the Bilingual Proficiency Pay. I would like to address the Finance Committee with the answers to their questions and have them revisit the item for consideration.

There is also a request to add under Public Works Department the Water License D and Basic Animal Control Officer proficiency pay. We are asking the City Council to consider updating and formalizing this proficiency pay resolution for City of Wharton Employees.

If you have any questions, please contact Paula Favors at (979) 532-2491 Ext. 225. Thank you.



**CITY OF WHARTON  
RESOLUTION NO. 2024-XX**

**A RESOLUTION OF THE WHARTON CITY COUNCIL UPDATING THE PROFICIENCY ALLOWANCE FOR THE CITY OF WHARTON EMPLOYEES.**

**WHEREAS,** the Wharton City Council has determined there is a need to improve education for City of Wharton employees; and,

**WHEREAS,** the Wharton City Council wishes to resend any previous resolution prior to this date for proficiency allowance; and,

**WHEREAS,** the Wharton City Council wishes to update and formalize said policy in resolution form; and,

**WHEREAS,** the Wharton City Council hereby has established a proficiency allowance policy for the City of Wharton employees; and,

**WHEREAS,** the Wharton City Council wishes to authorize proficiency allowance for the City of Wharton Employees who hold current certifications; and,

**WHEREAS,** the Wharton City Council approves this policy in the fiscal year’s budget; and,

**WHEREAS,** the Wharton City Council wishes to authorize the City Manager to implement the policies and procedures as set forth in this proficiency allowance resolution.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WHARTON, TEXAS** as follows:

**Section I.** That the Wharton City Council hereby approves the City of Wharton employee’s proficiency allowance policy, as follows:

**Public Works Department:**

Water License D	\$ 50.00 per month
Water License C	\$100.00 per month
Water License B	\$150.00 per month
Water License A	\$200.00 per month

Wastewater License C	\$100.00 per month
Wastewater License B	\$150.00 per month
Wastewater License A	\$200.00 per month

Sewer Collection I	\$75.00 per month
Sewer Collection II	\$100.00 per month
Sewer Collection III	\$150.00 per month

TDA Pesticide Applicators License	\$100.00 per month
Certified Applicator Technician	\$50.00 per month

Commercial Driver’s License Class A	\$50.00 per month
Commercial Driver’s License Class A Haz-Mat	\$75.00 per month

Underground Storage Tank Class C	\$100.00 per month
Underground Storage Tank Class A & B	\$175.00 per month

**Police Department:**

Police Officer Intermediate Certificate	\$80.00 per month
Police Officer Advanced Certificate	\$120.00 per month
Police Officer Master Certificate	\$200.00 per month

**Communications:**

Intermediate Telecommunicator	\$80.00 per month
Advanced Telecommunicator	\$120.00 per month
Master Telecommunicator	\$200.00 per month

**Animal Control:**

Basic Animal Control Officer	\$100.00 per month
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**City Secretary:**

Texas Registered Municipal Clerk (TRMC)	\$125.00 per month
Master Public Information Officer (FEMA)	\$50.00 per month

**Municipal Court:**

Certified Court Clerk Level I	\$25.00 per month
Certified Court Clerk Level II	\$50.00 per month
Certified Municipal Court Clerk	\$75.00 per month

**Code Enforcement:**

Certified Flood Plain Manager	\$100.00 per month
Texas Code Enforcement Officer License II	\$50.00 per month
Texas Code Enforcement Officer License III	\$75.00 per month

**All:**

Certified Public Manager (CPM)	\$100.00 per month
Certified Public Accountant (CPA)	\$100.00 per month
Bilingual (Spanish Only)	\$100.00 per month
*See "Exhibit A" attached – Procedures outlined in Policy Book	

**Section. II.** That the Wharton City Council hereby authorizes the City Manager to implement the policies and procedures as set forth in this policy.

**Section III.** That this resolution shall become effective immediately upon its passage.

**Passed, Approved, and Adopted** this the 26<sup>th</sup> day of February 2024.

**CITY OF WHARTON**

By: \_\_\_\_\_  
**TIM BARKER**  
Mayor

**ATTEST:**

\_\_\_\_\_  
**PAULA FAVORS**  
City Secretary



Item-2.

**“Exhibit A”**  
**Bilingual Proficiency Pay Policy**  
**February 2024**

The Employee Handbook of the City of Wharton, Texas dated December 1, 2012, be amended as follows:

**Bilingual Proficiency Pay Policy is as follows:**

**Bilingual Proficiency Pay Policy**

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**Purpose.**

To establish the conditions under which permanent full-time employees are eligible for and receive compensation for using a language (Spanish) in which they have documented fluency to enhance the delivery of services to the City of Wharton customers.

**Applicability.**

This policy applies to an eligible employee who successfully passes a language fluency test administered by a qualified external testing agency.

**Definitions:**

Eligible employee: a permanent full-time employee who has successfully passed a language fluency test, and; is in a department where there is a need for a language skill.

Bilingual: The ability to communicate effectively verbally in Spanish.

**Conditions.**

- An employee receiving Bilingual Proficiency Pay is expected to assist other non-bilingual employees in translating verbal and/or written communications. Assistance may be required for other departments or areas that extend beyond the employees’ normal scope of responsibilities.
- An employee receiving Bilingual Proficiency Pay who declines reasonable assistance to non-bilingual employees or assistance to the public may have their proficiency pay revoked.
- If a participating employee is promoted, transfers, or is demoted to a position for which the language skill is not needed, or voluntarily withdrawals from the program, Bilingual Proficiency Pay will discontinue.

An employee’s participation in the program shall not be construed as a contract between them and the City of Wharton. The City reserves the right to change, modify, amend, revoke, or rescind all or part of this policy in the future.



**“Exhibit A”**  
**Bilingual Proficiency Pay Policy**  
**February 2024**

**1. Language Pay**

- 1.1 Employees who are identified by their department leadership may be eligible for language pay if they are bilingual and are asked to assist customers on an occasional or non-routine basis.
- 1.2 Employees authorized to test based on the Pay Request form must demonstrate the required proficiency level in Spanish by the qualified external testing agency scheduled by Human Resources to receive the pay.
- 1.3 Language Pay may be discontinued at any time if:
  - a. Skills are not being used on a routine basis for City-related duties;
  - b. The employee moves to a different position and translation services are not justified or needed in that role;
  - c. Budget is no longer available to fund language pay;
  - d. Any other reason as deemed necessary by the City.
- 1.4 Employees authorized to receive written translation pay must remain available and participate in translating materials for their or other City departments as requested.

**2. Language Pay Amounts**

- 2.1 Language Pay is authorized for one language proficiency. There is no additional compensation for multiple languages. If the employee qualifies for additional languages, the stipend amount remains set at:

**Full-time Employees:**

- a. \$100.00 per month
- 2.2 The City will pay for an employee’s first language certification test. The employee must pay for the cost of any subsequent attempts to be certified.

**Procedures:**

- 1. Department Heads are responsible for determining the positions that require frequent public contact and whether it would benefit the community and the City to have an employee reasonably available to assist others in language translation.
- 2. Once approved, departments must contact Human Resources to schedule testing.
- 3. Human Resources will contact the qualified external testing agency.



**“Exhibit A”  
Bilingual Proficiency Pay Policy  
February 2024**

Item-2.

4. All testing will take place in Human Resources.
5. Human Resources will send a memo to the supervisor with the results and if the employee successfully passes the proficiency testing. Human Resources will complete the Pay Change Notice form to initiate the proficiency change.

\* Employees who fail to demonstrate adequate language fluency skills at the required level on the initial test may choose to re-test on their own time and at their own expense. Employees must coordinate such additional tests through Human Resources.

DRAFT