



**CITY OF WHARTON
FINANCE COMMITTEE MEETING**

**Monday, February 12, 2024
6:00 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 12, 2024, at 6:00 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 8th 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 8, 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 8th 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 12, 2024
City Hall - 6:00 PM

Call to Order.

Roll Call.

Public Comments.


Review & Consider:

1. Minutes from the meeting held January 22, 2024.
2. 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.
3. 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.
4. City of Wharton Proficiency Allowances:
 - A. Resolution: A resolution of the Wharton City Council updating the proficiency allowance for the City of Wharton Employees.
5. 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.

Adjournment.

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

FINANCE COMMITTEE

Meeting Date:	2/12/2024	Agenda Item:	Minutes from the meeting held January 22, 2024.
<p>Attached is a copy of the draft minutes from the meeting held on January 22, 2024.</p>			
City Manager: Joseph R. Pace		Date: Thursday, February 8, 2024	
Approval: 			
Mayor: Tim Barker			

MINUTES
OF
CITY OF WHARTON
FINANCE COMMITTEE MEETING
120 EAST CANEY STREET
WHARTON, TEXAS 77488
Monday, January 22, 2024–6:30 p.m.

City Manager Joseph R. Pace declared a meeting of the City Council Finance Committee duly open for the transaction of business at 6:30 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 and Finance Director Joan Anandel.

Staff members absent: 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 on January 8, 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 approving a three-year agreement with two additional one-year periods for Auditing Services for the City of Wharton and authorizing the Mayor of the City of Wharton to execute all documents related to agreements on behalf of the City of Wharton. Finance Director Joan Anandel stated to the Committee that seven (7) proposal requests were sent. She stated that only one (1) proposal was received. She stated that the proposal received was from Harrison, Waldrop & Uherek LLP. After some discussion, Mayor Tim Barker made a motion to recommend to the City Council to award Harrison, Waldrop & Uherek LLP a three-year agreement with two additional one-year periods for Auditing Services for the City of Wharton. Councilmember Russell Machann seconded the motion. All voted in favor.

The third item on the agenda was adjournment.

The meeting was adjourned at 6:34 p.m.

Joseph R. Pace, City Manager

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


FINANCE COMMITTEE

Meeting Date:	2/12/2024	Agenda Item:	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.
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Attached you will find a memorandum to me from EMS Director, Christy Gonzales, regarding EMS rates.

The City Staff met and reviewed the current EMS rates being charged for services. Attached you will find a draft resolution with the new proposed rates in Exhibit A.

EMS Director, Christy Gonzales, will be present to answer any questions.

City Manager: Joseph R. Pace	Date: Thursday, February 8, 2024
Approval: 	
Mayor: Tim Barker	

City of Wharton
EMERGENCY MEDICAL SERVICES
2010 N. Fulton
WHARTON, TEXAS 77488

Item-2.

INTERDEPARTMENTAL MEMO

DATE: FEBRUARY 6, 2024
TO: JOSEPH PACE
FROM: CHRISTY GONZALES
RE: CITY OF WHARTON EMS RATES

Mr. Pace,

Attached is our current and recommended change to our City of Wharton Ambulance Fee Schedule. These changes have been discussed with Debra Medina with Prudentia, our current ambulance services biller, Joan Andel, Finance Director, and myself. It is our recommendation to increase the fees at this time.

Please place this on the Finance Committee agenda for February 12, 2024, and if approved, to be submitted to the City Council for final approval on the same date. Should you have any questions please feel free to call.

Thank you,

Christy Gonzales

Christy Gonzales, Director WEMS

EXHIBIT A
City of Wharton
Ambulance Fee Schedule

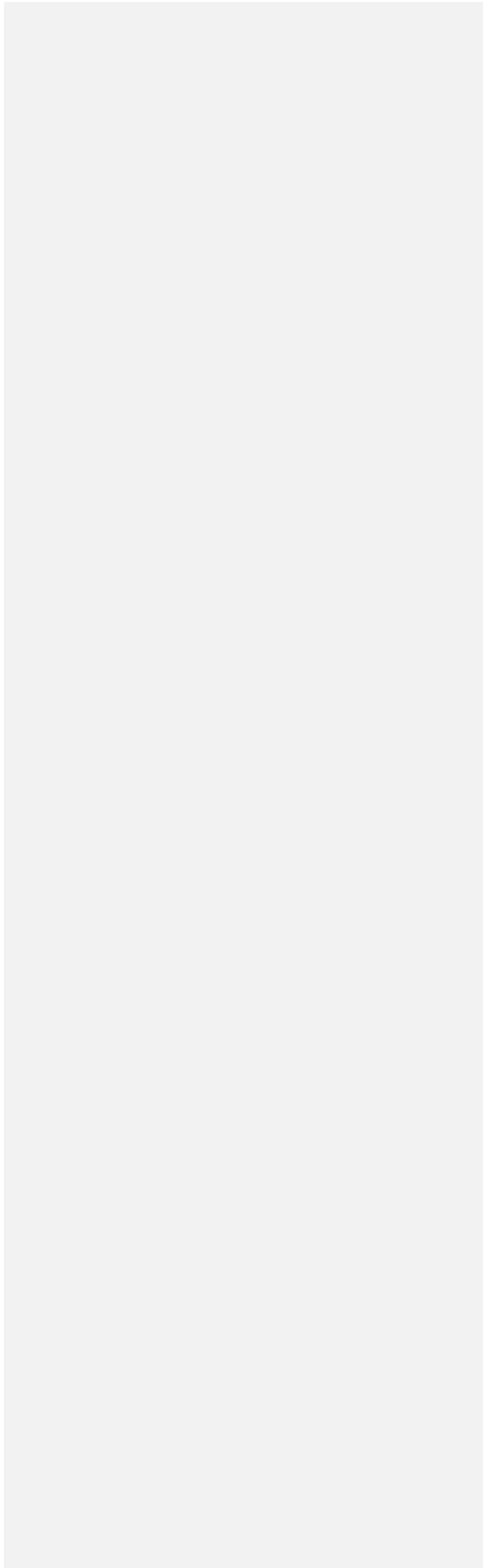
Service	Common Procedural Terminology (CPT)	Fee	MCR Allowed
Venipuncture - blood draw	36415	\$50.00	n/a
Treatment only - No Transport	A0998	\$100.00	n/a
Treatment only - No Transport Level II	A0998	\$225.00	n/a
Mileage 1-17	A0425	\$15.00 <u>\$24.00</u>	\$12.15 <u>\$13.53</u>
Mileage beyond 17 miles	A0425	\$15.00	\$8.10
Advanced Life Support - non emergency service	A0426	\$525 <u>\$650</u>	\$292.43 <u>\$323.77</u>
Advanced Life Support - emergency service	A0427	\$550 <u>\$1,000</u>	\$463.02 <u>\$512.64</u>
Basic Life Support - nonemergency service	A0428	\$450 <u>\$550</u>	\$243.69 <u>\$269.81</u>
Basic Life Support - emergency service	A0429	\$500 <u>\$850</u>	\$389.91 <u>\$431.70</u>
Advanced Life Support Level II	A0433	\$700 <u>\$1,450</u>	\$670.15 <u>\$741.98</u>
Specialty Care Transport	A0434	\$850 <u>\$1,700</u>	\$792.00 <u>\$876.88</u>
Ancillary Supplies		Per fee schedule	varies

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Additional supplies and equipment usage fees.

RECORDS REQUEST FEE:

Personal Request	No Charge
Family Member Request	\$50.00
Attorney of Law Office Request	\$50.00



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

A RESOLUTION OF THE WHARTON CITY COUNCIL RESCINDING THE CITY OF WHARTON RESOLUTION NO. 2022-110 AND APPROVING NEW RATES FOR EMERGENCY MEDICAL SERVICES.

WHEREAS, The City Council of the City of Wharton established rates in accordance with Resolution No. 2022-110; and,

WHEREAS, The City wishes to establish new charges and rates for emergency medical services; and,

WHEREAS, The City Council of the City of Wharton wishes to authorize the Emergency Medical Services Director to enforce said charges and the applicable fees.

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

Section I. The City Council of the City of Wharton hereby adopts the charges and fees for emergency medical services as described in Exhibit A.

Section II. The City Council of the City of Wharton hereby authorizes the Emergency Medical Services Director and his duly authorized representative to enforce charges and the applicable fees.

Section III. That Resolution No. 2022-110 shall become null and void on February 12, 2024.

Section IV. That this resolution shall become effective on February 12, 2024.

Passed, Approved, and Adopted this 12th day of February 2024.

CITY OF WHARTON, TEXAS

By: _____
TIM BARKER
Mayor

ATTEST:

PAULA FAVORS
City Secretary

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

FINANCE COMMITTEE


Meeting Date:	2/12/2024	Agenda Item:	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.
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The City Staff has obtained bids for the Wharton Police Department Roof Project. All three bids received are members of the TIPS Co-operative Program. The Finance Committee is meeting on Monday, February 12, 2024, to consider the proposals. A recommendation will be made and submitted to the City Council for approval of the award.

- 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

Attached are the bids.

Finance Director Joan Andel will be present to answer any questions.

City Manager: Joseph R. Pace	Date: Thursday, February 8, 2024
Approval: 	
Mayor: Tim Barker	



City of Wharton

120 E. Caney Street ° Wharton, TX
77488

Phone (979) 532-2491° Fax (979) 532-
0181

MEMORANDUM

To: Joseph R. Pace, City Manager

From: Joan Andel, Finance Director

Date: January 31, 2024

Re: Wharton Police Department Roof Project

The City staff has obtained bids for the replacement of the lower portion of the roof at the Wharton Police Department. All three of the vendors have been onsite to look at the condition of the existing roof and have provided bids which are attached for your review. All of the vendors are a member of the TIPS Cooperative Program.

The funds to pay for the roof have been allocated in the 2019 Bond Funds

Please include this item in to the Finance Committee meeting on February 12, 2024, so that a recommendation can be made and submitted to the City Council for final approval on the same date.

Please contact me for any questions.

Thank you.



ROOFING SYSTEMS

"The Leader in Green Commercial Roofing Technology"

Duro-Last® Roof Systems – TPO Roofing Systems – High Performance Rubber and Silicone Roof Coatings --Thermal Imaging
Commercial · Industrial



Item-3.

Proposal/Contract Agreement
MCI #0124-5355



TIPS # 21060302

January 30, 2024

City of Wharton
120 East Caney Street
Wharton, Texas 77488

Attn: Joan Anandel

Subject: Install DURO-LAST® Roofing City of Wharton Police Department @ 1407 N Richmond Rd, Wharton, TX

System Type: DURO-LAST® mechanically fastened, single ply, PVC membrane roofing system.

Proposal:

Monument Constructors, Inc. ("MCI" or "seller") hereby propose to furnish to City of Wharton ("buyer" or "customer") the necessary labor, material, equipment, insurance and supervision to install approximately 7,500 sq. ft. of a DURO-LAST® roof system, with a twenty (20) year **NDL** warranty against defects in materials and workmanship, on the project referenced. Note that unlike most other roofing systems, ponding water in and of itself does not void the DURO-LAST® warranty. This proposal is based on utilizing the following materials and qualifications:

Proposal Includes:

1. Install ½" Fan fold insulation
2. Install DURO-LAST® 50 mil white membrane on deck.
3. Install DURO-LAST® 50 mil tan membrane on transition wall
4. Install PVC coated metal trim.
5. Install DURO-LAST® pre-fabricated accessories as required to complete the system.
6. Commercial Roofing General Liability and Worker's Compensation Insurance.
7. Required Safety Equipment.
8. Clean-up and Disposal of Construction Related Equipment and Debris.

Proposal Does Not Include:

1. Repairs to any unknown or unseen structural, mechanical, electrical, or water intrusion damage or deficiencies.
2. Removal or relocation of electrical conduit, communications cables, plumbing, fencing, etc.
3. Calibration of any electronic equipment including, but not limited to: satellite dishes, communications equipment, analyzers, detectors, safety and fire detection and prevention equipment, etc.

Qualifications/Clarifications:

1. Proposal is based on overlaying the existing BUR roof.
2. If required, any HVAC, plumbing, electrical, etc. that may need to be moved or disconnected and reconnected (other than normal roofing practice) will be performed by a subcontractor of owner's choice at owner's expense.
3. If any deteriorated or damaged decking, parapet, fascia, vents, conduit, gutters, drains, etc. are encountered other than what is listed in the scope of work above; during roofing installation, MCI will notify owner or owner's representative of the situation. Upon approval by owner or owner's representative, repairs can be made by MCI with cost of repairs based on time and material or by others at the owner's discretion. *(Repairs are at owner's expense and will be billed accordingly.)*
4. MCI is not responsible for existing building conditions such as, but not limited to mold, leaking walls, windows, gutters, interior drains, pipes, air conditioner equipment, ducts, vents, fans, parapets, mansards, water lines, masonry walls, adjacent roofs, skylights, trim, or existing water damage to existing building interior, (walls, ceiling, floors, etc.).
5. **Owner to verify with insurance carrier or the TDI (Texas Dept. of Insurance) prior to roofing, if a TDI windstorm certification is required. MCI will pay cost related to TDI inspection only. Owner hereby agrees to pay balance of contract at completion of project and verification of inspection by engineer is made. This verification will be provided by MCI in the form of a WPI-1 form submitted by engineer to TDI. After inspection is made the owner will be responsible for obtaining a copy of the WPI-8 windstorm certificate from Texas Department of Insurance.**
6. Proposal is based on current limits for MCI liability and worker's compensation insurance. A certificate of coverage will be furnished upon request. All invoices are due upon receipt. Payment is to be made to Monument Constructors, Inc., P.O. Box 22497, Beaumont, TX. 77720-2497
7. If buyer fails to fulfill the terms of payment, all past due invoices shall bear interest at the maximum legal rate allowed by law. Buyer agrees to reimburse seller for all costs incurred including but not limited to attorneys' fees and expenses, for the collection of any past due invoices.
8. **Sheet Metal Trim & Gutters** – Owner to select color of metal trim from "Standard" colors on Berridge Metals color chart. All choices made from outside of "Standard" colors or Berridge Metals are subject to a cost change that could result in additional costs to customer/ owner in the form of a Change Order.

Special Conditions:

Customer to supply utility connections as needed for project, relocation of vehicles during construction and staging area for equipment and storage containers

Start Up Time:

To be determined after a signed proposal or a *written* purchase order signed by the buyer or buyer's representative, is received by MCI. The buyer's purchase order constitutes acceptance of all conditions of this proposal except as approved in writing by buyer and MCI.

Payment Options:

1. **Standard Payment Terms:** Bi-weekly progressive draws against balance amount due based on percentage of completion. Total balance due on substantial completion of project and/or receipt of final invoice. All invoices are due upon receipt and made payable to Monument Constructors, Inc., P. O. Box 22497, Beaumont, Texas 77720-2497. Warranty will not be validated by Monument Constructors, Inc. until project is paid in full as agreed including retained funds. Terms accepted by

Initial Date

2. **Master Card or Visa Card Payment Terms:** 50% due upon signing of contract with bi-weekly progressive draws against balance amount due based on percentage of completion. Total balance due on substantial completion and/or receipt of final invoice. All invoices are due upon receipt and made payable to Monument Constructors, Inc., P. O. Box 22497, Beaumont, Texas 77720-2497. (based on credit card approval with service fee to be added to contract amount) Warranty will not be validated by Monument Constructors, Inc. until project is paid in full as agreed including retained funds. Terms accepted by

Initial Date

Proposed Amount: \$48,540.00

NO SALES TAX INCLUDED

Proposal amount honored for next 60 days.

Cont. MCI #0124-5355
Intellectual Property:

Intellectual Property:

Buyer agrees that this document is the property of Monument Constructors Inc. (MCI) and is intended for the sole and private use of the buyer and/or buyer's representatives to which it is addressed. It is not to be copied, or distributed outside the buyer's organization without the express written consent of MCI unless and until it is approved in writing by the buyer's legal representative and MCI. This proposal may not be used to establish a scope of work, specification, plan, or any other such document by which other developers, builders, contractors, construction companies, etc., may submit a comparative bid, quote, proposal, or similar document. If the buyer and/or buyer's representatives to which this document is addressed use this document to establish a specification or solicit comparative bids for the scope of work or any portion thereof as described herein, the buyer agrees to pay MCI a consulting fee equivalent to 15 percent of the "Total Proposal Amount" listed above. This fee is in addition to any other payments due MCI for any other products or services which MCI provides to the buyer under this agreement or any other past or future agreement between the buyer and MCI.

Acceptance of Proposal/Contract Agreement MCI #0124-5355:

Signature

Date

Monument Constructors, Inc.

Monument Constructors, Inc. P. O. Box 22497. Beaumont, Texas 77720
office: 409.860.9343 fax: 409.860-9248 toll-free: 800.580.9343
www.monumentgreenroof.com

Revised 07/09/21

JACO ROOFING & CONSTRUCTION, INC.

Proposal - Based on Contract #21060301 with TIPS

Revised January 26, 2024

City of Wharton
120 E. Caney St.
Wharton TX. 77488

RE: DURO-LAST MECHANICALLY FASTENED ROOF SYSTEM OVER EXISTING ROOF @ CITY OF WHARTON POLICE DEPARTMENT FRONT MAIN ROOF LOCATED AT 1407 N. RICHMOND RD.

Attn: Joan Andel

We hereby propose to furnish the necessary labor, material, equipment, insurance and supervision to install a 15-year labor and material, no-dollar limit, transferable, Duro-Last warranted roof system on the above referenced project. The Duro-Last warranty also does not exclude ponding water, as do most other warranted systems. This proposal is based on utilizing the following material and qualifications:

1. Duro-Last 50 mil. white PVC reinforced membrane.
2. Duro-Last 1-3/4" fascia bar with metal fascia trim (owner to choose color).
3. Underlayment: Duro-Guard 1/2" EPS recover insulation.
4. Duro-Last accessories to make system complete such as but not limited to pre-fabricated curbs, boots, parapets sheets, screws, caulk, plates and etc. per Duro-Last Roofing, Inc. manufacturer's specifications.

Qualifications/Clarifications:

1. Walkpads are included at rooftop hvac split units.
2. Proposal based on overlaying of existing roof, per Duro-Last specifications.
3. Wood blocking is included under conduit.
4. If required, any HVAC, plumbing, electrical, etc. that may need to be moved or disconnected and reconnected (other than normal roofing practice) will need to be done by a subcontractor of Owner's choice at Owner's expense.
5. Jaco Roofing & Construction, Inc. is not responsible for existing building conditions; Although Jaco Roofing & Construction, Inc. will take standard caution in loading the roof prior to installation, some leaks may occur due to the existing condition of the roof. Jaco Roofing & Construction, Inc. will not be responsible for leaks or possible interior damage.
6. Jaco Roofing & Construction, Inc. is not responsible for the calibration, recalibration, readjustment and/or testing on any electronic equipment such as but not limited to satellite dish, camera security, communication equipment, GPS devices, or recertification of lightning rods (grounding system).
7. **This proposal is intended and shall become in its entirety part of, as if attached and/or written into any other purchase order, contract, or letter of acceptance, written or issued by the owner and is intended and agreed upon to be an integral part of any contract agreement between the parties. There shall be no changes, exclusions, or revisions made to the proposal without explicit agreement and acknowledgement by Jaco Roofing and Construction, Inc.**

1725 S. Velasco – Angleton, TX 77515
(979)265-6101
Fax (979) 265-6448

"Duro-Last Platinum Contractor"
1-800-265-JACO
www.jacoroofting.com
info@jacoroofting.com

Mailing Address:
P. O. Box 937
Clute, TX 77531

- 8. This pricing proposal was developed using Jaco's contract number 21060301 with the Interlocal Purchasing Systems (TIPS). If this proposal is accepted, the Jaco TIPS price schedule, terms and conditions will be applied. A purchase order, Notice to Proceed or AIA document will need to be sent to TIPS Purchasing @ tipspo@tips-usa.com.
- 9. City permit is included.
- 10. State and local taxes are not included.
- 11. Quotation based on Jaco's Standard Insurance Limits.
- 12. Payment terms: One half of contract amount due upon delivery of materials to jobsite and reroof commencement, with balance due upon completion and issuance of Factory Roof Warranty. All invoices are due on/or before 10 days after receipt unless otherwise agreed upon.
- 13. Price subject to change if not accepted within 20 days of quote date due to fluctuation of material market.
- 14. Buyer can cancel this contract within 3 days without penalty.

TOTAL PROPOSAL \$ 76,500.00

***** Total Proposal includes an allowance for tear-off of up to 2,000 sq. ft. of damaged area.**

Respectfully Submitted,

JACO ROOFING & CONSTRUCTION, INC.

Wayne Parker
Sales Manager

Agreed and Accepted:

By:

(Authorized Signing Officer)

(Printed Name)

(Title)

(Date)



THE INTERLOCAL PURCHASING SYSTEM

JACO ROOFING
 1-800-265-5226 & CONSTRUCTION, INC.



BRAZOS COMMERCIAL ROOFING



Item-3.

COMMERCIAL - INDUSTRIAL - ROOFING - SHEETMETAL - INSULATION - WATERPROOFING - COATINGS

PROPOSAL

Date: 1/31/2024

To: Terry Lynch
City of Wharton

From : Gilbert Avila
Brazos Commercial Roofing
113 E. Main St.
Clute, TX 77531

Project: 1409 N Richmond Rd, Wharton, TX 77488 Reroof

We propose to furnish all materials, labor supervision, insurance, and everything necessary to do the following work according to the specifications and recommendations of the material manufacture

Reroof Lower Section ~8,000 sqft

- o Perform all work in accordance with OSHA guidelines
- o Remove roofing materials to existing metal deck and dispose in dumpsters
- o Replace any LWC and Metal Decking that is identified to be bad based on Unit Prices
- o Install 3.5" Iso insulation over existing deck and fasten to deck with mechanical fasteners and plates
- o Install new 2x6 nailers around perimeter edge to raise roof to match new insulation thickness
- o Install 60 mil TPO membrane over new insulation with mechanical fasteners and plates, heat-weld seams
- o Install new TPO pipe boots, base flashings, termination bar and edge metal details
- o Install new scuppers and downspouts from pre-finished 24 gauge galvanized metal
- o Provide Owner with Brazos Commercial Roofing's TWO - YEAR Workmanship Warranty on work completed
- o Provide Owner with Manufacturer's TWENTY - YEAR Material and Labor Warranty

Pricing NOT inclusive of taxes, permits, and fees. Does not include any lightning protection, plumbing, masonry, or structural. Does not include disconnect or reconnect of any mechanical or electrical. Unless otherwise stated does not include replacement of insulation or additional metal replacement as such any additional insulation or metal replacement will be at Unit Pricing – Payment Terms (30% to mobilize and bill monthly, Substantial Completion, 10% at Warranty)

The above proposal for Sum Of \$ 109,375.00 no tax included

*TWO YEAR WORKMANSHIP WARRANTY INCLUDED

Invoices net 30 days

Owner recognizes that if moisture has entered the dwelling prior to the contractor beginning work, contractor is not liable for property damage or bodily injury claims allegedly resulting from insect damage or fungus and mold infestation. I have seen and understand the terms and conditions of the standard warranty issued by Brazos Industries.

Signature: _____ Date: _____

Note: This proposal may be withdrawn by us if not accepted within 15 days

All materials are guaranteed to be as specified. All work to be completed in a workman like manner according to standard roofing practices. Any alteration or deviation from specifications outlined above involving extra cost will be executed only upon written approval, and will become an extra charge over and above the estimate. Agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by workman's compensation insurance.

ACCEPTANCE OF PROPOSAL – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

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

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.

WHEREAS, Bids were received for the Wharton Police Department Roof Project; and,

WHEREAS, _____ was deemed the best lowest qualified bidder in the amount of \$ _____; and,

WHEREAS, The Wharton City Council wishes to award a contract to _____ for the Wharton Police Department Roof Project in the amount of \$ _____; and,

WHEREAS, The City of Wharton and _____ wish to be bound by the conditions as set forth in the agreement; and,

WHEREAS, The Wharton City Council wishes to authorize the Mayor of the City of Wharton to execute the agreement.

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

Section I. The Wharton City Council hereby authorizes the Mayor to execute a contract for the Wharton Police Department Roof Project to _____ in the amount of \$ _____.

Section II. The City of Wharton and _____ are hereby bound by the conditions as set forth in the agreement.

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

Passed, Approved, and Adopted this 12th day of February 2024.

CITY OF WHARTON, TEXAS


By: _____
TIM BARKER
Mayor

ATTEST:

PAULA FAVORS
City Secretary

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

FINANCE COMMITTEE

Meeting Date:	2/12/2024	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.
<p>Attached is a draft resolution updating the proficiency allowances the City offers its employees. Although some of the proficiency allowances have been in place for several years, the City Staff is recommending that it be updated in this resolution to add Bilingual Proficiency, Basic Animal Control Officer Proficiency Pay, and Water License D Proficiency Pay.</p> <p>City Secretary, Paula Favors, will be present to answer any questions.</p>			
City Manager: Joseph R. Pace		Date: Thursday, February 8, 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 2, 2024
From: Paula Favors, City Secretary
To: Joseph R. Pace, City Manager
Subject: Proficiency Pay Resolution

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. There is also a request to add under Public Works Department the Water License D and Basic Animal Control Officer proficiency pay. At the current time, the City does not have any employees that would qualify but the hopes are in the future this would be an incentive for employees. 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.



“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

Purpose.

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

Applicability.

This policy applies to an eligible employee who successfully passes a language fluency test administered by Human Resources.

Definitions:

Eligible employee: a non-seasonal employee funded for a minimum of 1,040 work hours in a fiscal year who has successfully passed a language fluency test, and; is in a department where there is a need for a language skill.

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.

**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 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 12th day of February 2024.

CITY OF WHARTON


By: _____
TIM BARKER
Mayor

ATTEST:

PAULA FAVORS
City Secretary

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

FINANCE COMMITTEE

Meeting Date:	2/12/2024	Agenda Item:	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.
<p>The City Staff solicited Scopes of Qualifications for demolition services in reference to the City of Wharton CDBG-DR Buyout Program.</p> <p>Scopes of Qualifications were received at City Hall and need to be evaluated to select the most advantageous submissions to request cost proposals. Scopes of Qualifications were received from the following:</p> <ol style="list-style-type: none"> 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 <p>Director of Planning & Development Gwyn Teves will be present to answer any questions.</p>			
City Manager: Joseph R. Pace		Date: Thursday, February 8, 2024	
Approval: 			
Mayor: Tim Barker			



City of Wharton

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

MEMORANDUM

DATE: February 6, 2024

FROM: Gwyneth Teves, Director of Planning & Development

TO: Honorable Mayor and City Council

SUBJECT: Scope of Qualifications for City of Wharton CDBG-DR Buyout Program
Demolition Services funded and administered through the Texas General
Land Office (GLO) Administration

The City Staff solicited Scopes of Qualifications (SOQ) for demolition services in reference to the City of Wharton CDBG-DR Buyout Program.

SOQs were received at City Hall and need to be evaluated to select the most advantageous submissions to request cost proposals from. The SOQs were received from:

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 City Council Finance Committee will meet on Monday, February 12, 2024, to score the SOQs and provide a recommendation to the City Council at the meeting at 7 pm for the selected firms to request cost proposals from.

If you should have any questions, please contact me at 979-532-2491 ext. 238. Thank You.