

<b>AARON ROCCAFORTE</b> <i>Council Member, Place 1</i>	<b>DAVID RUTLEDGE</b> <i>Mayor</i> 	<b>PATTY COLLINS</b> <i>Council Member, Place 4</i>
<b>GINA MANNINO</b> <i>Council Member, Place 2</i>		<b>TERRI GAUTHIER</b> <i>Mayor Pro-Tem/Council Member, Place 5</i>
<b>BRYANT CHAMPANGE</b> <i>Council Member, Place 3</i>		<b>SHERBY DIXON</b> <i>Council Member, Place 6</i>

## **CITY COUNCIL SPECIAL MEETING MINUTES**

### **WORKSHOP SESSION**

**CITY OF BRIDGE CITY**

**July 29, 2025**

The City Council of Bridge City met in a special meeting on Tuesday, July 29, 2025, at the City Hall of Bridge City, 260 Rachal, Bridge City, Texas.

#### **1. CALL TO ORDER**

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Mayor David Rutledge called the City Council Special Meeting to order at 6:05 p.m.

#### **CITY COUNCIL PRESENT:**

Mayor David Rutledge  
 Council Member Aaron Roccaforte  
 Council Member Gina Mannino  
 Council Member Bryant Champagne  
 Council Member Chris Bouley  
 Council Member Sherby Dixon

**ABSENT:** Mayor Pro-Tem Patty Collins

#### **CITY STAFF PRESENT:**

City Manager Bart Bartkowiak  
 City Secretary Jeanie McDowell  
 Finance Director Katrina Jones  
 Police Chief Tod McDowell  
 Personnel/Purchasing Director Kim Tucker  
 Public Works Director Mike Lund  
 Utility Superintendent Mike Die

#### **2. INVOCATION**

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The invocation was given by Council Member Mannino.

#### **3. PLEDGES TO THE UNITED STATES FLAG AND THE STATE OF TEXAS FLAG**

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Mayor Rutledge led in the pledge of allegiance to the United States flag and to the State of Texas flag. At the conclusion of the pledges, Mayor Rutledge thanked everyone for coming to the meeting.

#### **4. APPROVAL OF AGENDA**

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Council Member Roccaforte made a motion to approve the agenda, seconded by Council Member Champagne.

With no changes, discussion, or alterations, Mayor Rutledge called for a vote.

#### **MOTION CARRIED.**

**Ayes:** Mayor Rutledge, Council Members Roccaforte, Mannino, Champagne, Bouley, and Dixon.

**Noes:** None.

**Absent:** Mayor Pro-Tem Collins.

#### **5. WORKSHOP SESSION - ITEM FOR DISCUSSION ONLY**

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##### **(a) Discussion of the City of Bridge City 2025 - 2026 Fiscal Year Budget**

City Manager Bart Bartkowiak and Finance Director Katrina Jones presented an overview of the 2025-2026 Proposed Budget as follows:

The City budget is a legally adopted spending plan outlining projected revenues and expenditures. It is a transparent document reflecting the city council's priorities. The budget allocates resources among departments, controls spending and explains the services, activities, and programs the city would provide to its citizens.

The general fund is the chief operating fund of the City and services as the primary repository for all financial resources except for those required to be accounted for in another fund or special fund. Judicial management and transparency of the general fund is critical in maintaining public trust and crucial for the sustainability of essential government operations.

The general fund is balanced including a 3% COLA wage increase for non-public safety employees, maintaining existing service levels for all essential departments.

An increase of \$480,500 in revenues and expenditures, and the ending fund balance was based on budgeted numbers and not actuals. A \$2,150,500 estimated property tax was an increase of \$125,00 from the prior year budget. The proposed tax rate changed from the prior year adopted tax rate. The proposed debt service rate is \$0.133411, and the prior year adopted debt service rate was \$0.08830.

The 2026 fiscal year budget increased by \$75,000 over the 2025 fiscal year. Sales tax was approximately 35% of budgeted general fund revenue. There was no increase from the prior fiscal year. The industrial tax, mixed beverage tax, miscellaneous fees, and dispatch services would stay the same. The franchise tax decreased and interest income would increase, but franchised rental fees, permits and would decrease due to demo fees, culverts, and coin operated machines.

Personnel services account for 80% of the general fund expenditures which consists of salaries and wages, overtime, longevity, FICA/Medicare, group health, physicals, travel and training, retirement, worker's compensation insurance, and unemployment insurance.

The General Fund had a recurring capital expense with Enterprise Fleet that was \$212,800. There were now eleven vehicles in the police department and four vehicles in the street and drainage department.

Additional capital purchases would be for the police department \$35,000 cameras and \$30,000 outfitting new vehicles.

The general fund key points for growth would be to create strategies that encourage economic growth within our city to grow our tax base and identify cost inefficiencies, monitor group health and other major expenses, explore cost-saving measures, and maintain general fund reserves to ensure the city's financial stability.

The utility fund is the water and sewer fund that is 100% self-supporting with rates and charges sufficient to cover operating expenditures. The City operates a full-service utility with water production and distribution, sewer collection and treatment, and meter billing and collection. The water and sewer fund is a business enterprise and utilizes full accrual accounting. It segregates and distinguishes water and sewer operations and works toward making each operation self-supporting.

The utility fund was budgeted with expenditures exceeding revenues by \$174,010, which includes \$.50 increase to the per gallon rate of the water and sewer for inside/outside the city limits.

The impact to the budget would be the revenue from water and sewer that would increase approximately \$215,000 for the 2026 fiscal year and this would help offset increasing operating costs.

Personnel services account for 32% of utility fund expenditures, 24% would be special/contractual services, transfer-out to general fund would be 20%, repairs and maintenance would be 10%. Fleet Enterprise would be a total of \$63,712 with five vehicles in the water department and one vehicle in the sewer department.

The utility fund key points for growth would be to seek out new revenue sources, identify cost inefficiencies, and update fee schedules annually to ensure appropriate cost recovery for city services.

The Fiscal Year 2026 combined fund revenues and expenditures would exclude debt service and transfers.

The debt service fund (also known as sinking fund) was specifically used to pay interest and principal on long-term debt. The debt fund's primary purpose was to account for and manage property taxes levied and collected to pay the annual principal and interest payments on the City's long-term debt obligations. These funds were established as part of an entity's commitment to fulfilling its debt obligations systematically and reliably.

The City's debt rate was much higher due to an increase in the debt payment for the issuance of 2025 bonds.

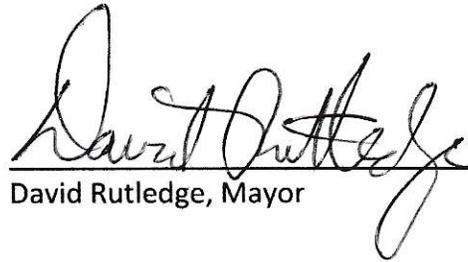
The special revenue funds account for specific revenue sources that are legally restricted or committed to expenditures for specified purposes or projects other than debt service. The core principle of Special Revenue funds lies in the requirement that the incoming revenues would be used only for a designated purpose or project.

Capital project funds track and manage financial resource used to acquire, construct, or improve major capital assets. The fund's main purpose is to ensure that capital project expenditures receive the legally required capital resources. The City has two capital project funds that would be located where the special revenues funds were in the budget. The funds have a small amount of remaining balance left from the projects, but do not generate new revenue. These special funds account for approximately 5% of overall budgeted revenues excluding transfers and grants. The City has 18 active special revenue funds and three capital project funds.

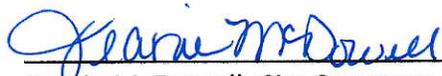
**5. ADJOURN**

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Mayor Rutledge adjourned the meeting at 8:21 p.m.

  
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David Rutledge, Mayor

ATTEST:

  
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Jeanie McDowell, City Secretary

