City of Bogata Budget Workshop

June 24, 2026 – 6:30pm
Bogata Community Center
206 2nd St NW
Bogata, Texas 75417

Council Members may participate by telephone or video conference and may speak and vote on all agenda items consistent with the Texas Open Meetings Act

AGENDA

1. Call to Order.
2. Establish Quorum – Roll Call
3. Pledge of Allegiance and invocation
4. THE ITEMS IN THIS AGENDA MAY BE DISCUSSED AND VOTED ON IN ANY ORDER THE PRESIDING OFFICER MAY PREFER.
5. Public comments/ Public Forum

   Citizens may speak on a non- agenda item during the Public Forum. Consistent with the Texas Open Meetings Act, the City Council may not discuss or respond to non-agenda items. Public comments regarding agenda items may be made during the public forum or at the time the agenda item is called. All comments are limited to three (3) minutes, and the time may not be saved, transferred or assigned. All speakers are expected to maintain proper decorum. Threats, persona insults, cursing or profanity may result in forfeiture of remaining time. Citizens must complete a written request to speak and furnish that request with the City Secretary at lease ten (10) minutes prior to the meeting.

   a. Citizen Comments on non-agenda items.
   b. Citizen comments on agenda items.

6. Consent item; Discuss/take action: Workshop Item

   a. 2026-27 Budget Workshop

7. Adjournment

Executive Session(s): The City of Bogata does not routinely list the items for executive session consideration; however, consistent with the authority cited below, the City may retire into executive session as permitted and as needed on agenda items, as authorized by Texas Government Code Sections 551.071 (Consultation with attorney); 551.072 (Deliberations regarding Real Property); 551.073 (Deliberations regarding Gifts and Donation); 551.074 (Personnel Matters); 551.076 (Deliberations regarding Security Devices); 551.087 (Deliberations regarding Economic Development negotiations); and 321.3022 (Confidential Sales Tax Information)."

This facility is wheelchair accessible and accessible parking spaces are available. Individuals who require auxiliary aids or serviced for this meeting should contact City Hall

Certificate of Posting

I, the undersigned, do hereby certify that this notice of meeting was posted on the front door at City Hall, a place convenient and readily accessible to the general public at all times, and on the city's website, in compliance with Texas open meetings act, chapter 551, Texas governmental code, at least 72 business hours prior to the scheduled time of the meeting.

June 18, 2026 at 355 a.m./p.m.

Barbara Jones

City Secretary

CITY OF BOGATA

City Council Budget Workshop Minutes

June 24, 2026 – 6:30 p.m.
Bogata Community Center
206 2nd St. NW, Bogata, Texas

1. Call to Order

The Budget Workshop was called to order at 6:30 p.m.

2. Invocation

An invocation was offered asking for wisdom and guidance as the Council discussed the City's budget and financial planning.

3. Pledge of Allegiance

Those in attendance recited the Pledge of Allegiance.

4. Roll Call

Present:

- Mayor-Pro-Tem Dakota Ross
- Council Member Chris Kennedy
- Council Member Teresa Allison
- Council Member Aaron Lum

Absent:

- Council Member Melissa Kerby

5. Budget Workshop Discussion

The Mayor Pro-Tem, stated that this meeting was the first of several budget workshops that would be held during the budget preparation process.

City staff presented the current budget worksheet and reviewed the Public Works Department budget line by line. Staff explained that several duplicate transactions had been identified in prior records and were being corrected to provide more accurate financial reporting.

Discussion included the following budget categories:

- Public Works postage and operating expenses.
- Mosquito spray and chemical purchases, including increased costs associated with seasonal spraying.
- Street supplies and maintenance.
- Employee uniforms.
- Laboratory testing fees and transportation charges.
- Vehicle maintenance and the recommendation to separate maintenance expenses into categories for city vehicles, heavy equipment, and other equipment.
- Heavy equipment lease payments, including updated monthly payment amounts and future maintenance needs.
- Water tank maintenance.
- Water plant maintenance and supplies.
- Well repairs and pump maintenance.
- Wastewater plant repairs and replacement parts.
- Vehicle insurance and allocation of insurance costs across all city departments.
- TCEQ permit and inspection costs, including anticipated wastewater permit expenses.
- Contract labor for projects requiring outside contractors.
- Street repairs and discussion regarding combining certain line items for easier budget management.
- Fuel and diesel expenses for Public Works equipment.

Staff advised that while several budget categories were currently under budget, some categories exceeded budgeted amounts due to unexpected repairs and emergency maintenance projects completed during the fiscal year.

Council discussed maintaining reasonable contingency amounts within maintenance accounts to prepare for unforeseen equipment failures and infrastructure repairs.

6. Debt Service Discussion

Staff reviewed the City's loan payment schedule and explained that a $20,000 principal payment made in 2023 significantly reduced future interest costs. It was noted that loan payments are expected to increase over the coming years, and staff recommended planning for those increases during future budget cycles.

7. Financial Reporting

Staff presented budget versus actual reports generated from QuickBooks.

Discussion included:

- Departmental financial reporting by class.
- The ability to generate monthly budget reports.
- Providing monthly financial reports to the City Council to better monitor expenditures.
- Reviewing any budget deficits throughout the year and making adjustments when necessary.

- Possible reclassification of certain expenses into more appropriate budget categories.

Council members expressed support for receiving monthly financial reports to improve budget oversight and decision-making throughout the fiscal year.

8. Workshop Conclusion

The Budget Workshop concluded after reviewing the Public Works budget and discussing methods for improving financial reporting and budget monitoring. Staff will continue refining budget figures and present updated information during future budget workshops.

9. Police Department Budget Review

The Council reviewed the proposed Police Department budget and discussed anticipated operational needs for the upcoming fiscal year.

The Chief explained that the proposed budget was developed using the previous year's budget as a starting point and noted that several line items could be adjusted as more current financial information becomes available.

Discussion included:

- Property and grounds maintenance for police facilities.
- Replacement and installation of emergency warning lights on police vehicles to ensure compliance and improve officer safety.
- Uniforms and equipment for current and future police officers.
- Ammunition and firearms training expenses.
- Fuel costs based on the anticipated number of officers employed.
- Building maintenance and utility expenses.
- Police Department salary allocations.
- Development of a stand-alone Police Department budget separate from other City departments.
- Revenue sources and expenditures associated with the Crime Control and Prevention District.
- Allocation of training expenses and other costs between the City budget and the Crime Control budget.
- Replacement of in-car camera systems and body-worn cameras.
- Installation of emergency equipment on the Chevrolet pickup and the Ford F-150 patrol vehicle.
- Equipment needs for reserve officers and future staffing.

The Chief noted that several proposed budget figures were based on projected staffing levels and could be adjusted if additional officers were hired during the fiscal year.

Council members discussed maintaining separate accounting for Crime Control expenditures to ensure those funds are properly budgeted and reported.

10. Fire Department Budget Review

The Council next reviewed the Fire Department budget and corresponding revenue sources.

Discussion included:

- Revenue generated through voluntary fire department donations collected on utility bills.
- Fire Department fuel expenses.
- Fire equipment, supplies, and protective gear.
- Replacement of firefighter boots and other personal protective equipment as needed due to age or wear.
- Fire truck maintenance and repair expenses, including recent repairs to fuel systems, wiring, air systems, and pump components.
- Operational contributions to the Fire Department.
- Fire truck replacement and equipment reserve accounts.
- HVAC replacement costs previously incurred at the Fire Department facility.
- Declining participation in the voluntary fire department donation program after it was removed from automatic utility bill collections.

The Fire Chief explained that while major equipment purchases are infrequent, maintaining adequate funding for vehicle repairs and protective equipment is essential due to the age of existing apparatus and equipment.

Council discussed the importance of monitoring donation revenues and ensuring sufficient funding remains available for future Fire Department operations and emergency equipment needs.

11. Workshop Discussion

Council members continued discussing proposed departmental budgets and emphasized that the workshop was intended to gather information, evaluate current expenditures, and identify adjustments needed before adoption of the Fiscal Year 2026–2027 budget.

12. Municipal Court Budget Review

The Council reviewed the proposed Municipal Court budget and discussed projected operating expenses for the upcoming fiscal year.

The Court Administrator explained that because the Municipal Court has historically been included within the City's general budget, several expenses have not been tracked separately. Staff recommended establishing individual budget line items to improve financial accountability and reporting.

Discussion included:

- Office supplies, including paper, file folders, forms, and printing materials.

- Court technology expenses, including annual software licensing, reporting software, printers, and office technology.
- Collection services provided through the Municipal Court collection agency. Staff explained that collection fees are deducted from recovered fines and are not paid directly by the City.
- Online payment processing services and associated fees.
- Training and travel expenses for the Municipal Judge and Court Clerk, including required certification and continuing education.
- Salary allocations for Municipal Court personnel.
- Certification pay and future salary adjustments based on employee qualifications and experience.

Staff noted that several technology-related expenses could likely be consolidated into existing technology budget line items to simplify the budget.

13. Municipal Court Revenue

The Court Administrator reviewed Municipal Court revenues and collections.

Discussion included:

- Revenue received from citations and court fines.
- Outstanding payment plans and ongoing collection efforts.
- New collection letters and procedures implemented to improve collections.
- Current year revenue received through the Municipal Court.
- The uncertainty of projecting future court revenue due to fluctuations in citations and collections.

Council acknowledged that court revenues can vary significantly from year to year and should be budgeted conservatively.

14. Budget Review and Corrections

The Council continued reviewing the Budget versus Actual reports and discussed several budget classifications and corrections.

Topics included:

- Property tax revenue estimates.
- Sales tax revenue projections and the impact of recent business closures and new commercial development.
- Water processing fees and water meter revenues that had been posted to incorrect budget line items.
- Utility revenues and budget allocations.
- Fuel expenditures charged through the City's fuel card program.

- Insurance expenses, including workers' compensation, property insurance, and risk management coverage through the Texas Municipal League.
- Departmental supply accounts and the allocation of shared expenses among City departments.

Staff explained that several budget discrepancies were the result of incorrect account coding or line-item classifications rather than actual overspending. These corrections will be reflected in future budget reports.

Council also discussed that prior budget estimates appeared to have been based on full twelve-month projections even though some fiscal years covered shorter reporting periods, making year-to-year comparisons more difficult.

Staff emphasized that once each fiscal year is closed, actual expenditures will provide a more reliable basis for preparing future budgets.

15. Future Budget Workshops

Council members agreed to take the proposed budget home for additional review before the next workshop.

The Council discussed scheduling future budget workshops and agreed that additional meetings would be necessary to finalize the Fiscal Year 2026–2027 budget. The next meeting will be July 20, 2026, at 7:00 p.m. at City Hall.

Members also discussed holding future workshops at City Hall to improve meeting efficiency and allow easier access to City financial records.

Staff reported that the City's auditor had obtained access to QuickBooks and had begun requesting financial information needed to continue the audit process.

16. Adjournment

With no further business for discussion, the Budget Workshop was adjourned at 8:23 p.m.

Motion by: Teresa Allison

Seconded by: Aaron Lum

Motion carried

No action was taken during the workshop. The meeting was conducted solely for budget planning, financial review, and discussion in preparation for adoption of the Fiscal Year 2026–2027 City Budget.

APPROVED this 6 **day of** July**, 2026.**

Dakota Ross
