
Finance Committee

DEPARTMENT: City Manager's Office
FROM: Lauren Seay, Deputy Director of Administrative Services
MEETING: May 7, 2025

SUBJECT:

Receive a report, hold a discussion, and provide staff direction on the City Manager's recommendation for vehicle and equipment purchases using the Equipment Replacement Fund for FY 2026. (*Staff Contact: Lauren Seay, Deputy Director of Administrative Services*)

SUMMARY:

On February 17, 2025, City Council approved a resolution establishing the Equipment Replacement Fund (ERF) Program to promote long-term financial sustainability and ensure adequate funding for the timely replacement of vehicles and equipment. As part of this initiative, departments with assets included in the ERF—along with representatives from Finance, Purchasing, and the Fleet Division—were invited to participate in an internal review committee. This committee evaluated and prioritized vehicles eligible for replacement in accordance with the criteria outlined in the ERF policy.

The internal committee representatives consisted of:

1. Chief Casey Davis, Fire Department
2. Errick Thompson, Public Works
3. Gloria Platt, Finance Department
4. James Roberts, Parks & Recreation
5. Kim Peckler, Community Services
6. Lauren Seay, Purchasing Division
7. Lieutenant Brandon Glass, Police Department
8. Randy Morrison, Capital Engineering
9. Tony McIlwain, Development Services
10. Tray Gee, Public Works (Fleet Maintenance)

The Committee met on March 12, 2025, to discuss the policy's criteria, their roles, and review the process for implementing the flagship Equipment Replacement Fund (ERF) Program. On March 13, 2025, departments received a link to submit forms for any vehicles or equipment they wished to have considered for replacement in FY2026. The Committee reconvened on March 27, 2025, to review all submitted forms and discuss each item in detail. Following the discussion, each member independently ranked the submissions.

The City Manager reviewed the rankings and is now presenting the recommendation to the City Council Finance Committee for review. Details are included in the attached presentation.

RECOMMENDATION:

Approve the recommended list of vehicles to be replaced using the Equipment Replacement Funds for FY 2026.

The estimated ending fund balance (9/30/2025) of the Governmental ERF Fund is **\$6,025,676** *not* including the below recommendation.

Governmental Fund Recommendation

Ranking	Department Name	Unit Number	Preliminary Cost
1	Public Works	640	\$189,100
2	Public Works	357	\$135,000
3	Police Department	565	\$38,600
Total Preliminary Cost (Governmental Fund)			\$362,700

The estimated ending fund balance (9/30/2025) of the Proprietary ERF Fund is **\$2,244,578** *not* including the below recommendation.

Proprietary Fund Recommendation

Ranking	Department Name	Unit Number	Preliminary Cost
1	Public Works	733	\$83,000
2	Parks & Recreation (Golf)	GC 1517	\$25,000
3	Public Works	560	\$40,000
4	Public Works	693	\$40,000
5	Parks & Recreation (Golf)	885 OR GC 1529	\$15,000
6	Public Works	731	\$50,000
7	Parks & Recreation (Golf)	GC1530	\$15,000
8	Public Works	734	\$83,000
9	Public Works	584	\$50,000
10	Parks & Recreation (Golf)	GC 594	\$9,600
11	Public Works	547	\$148,000
Total Preliminary Cost Proprietary Fund)			\$558,600

PRIOR ACTION/INPUT (Council, Boards, Citizens):

On January 22, 2025, the Policy and Valuation Committee met to discuss the ERF program and consider making a recommendation to the City Council. The Policy and Valuation Committee's recommendation is for the City Council to adopt an ERF program.

On February 3, 2025, the City Council received a report and presentation on the ERF program and expressed support for approving the program policy document.

On February 17, 2025, the City Council approved resolution establishing the ERF Fund Program.

REFERENCE:

CSO# 5745-02-2025

FISCAL IMPACT:

Proposed Expenditure/Revenue: \$520,714.00

Account Number(s): 603-7XXXX

Fund: 603

Account Description: Proprietary Equipment Replacement Fund

Proposed Expenditure/Revenue: \$558,600

Account Number(s): 602-7XXXX

Fund: 602

Account Description: Governmental Equipment Replacement Fund

STAFF CONTACT:

Lauren Seay

Administrative Services Department, Deputy Director

lseay@burlesontx.com

817-426-9897