

---

## City Council Regular Meeting

**DEPARTMENT:** Finance

**FROM:** Kevin Hennessey, Director of Finance

**MEETING:** September 8, 2026

---

**SUBJECT:**

Consider and take possible action of an ordinance providing a Fiscal Year 2026-2027 schedule of fees for various City of Burleson services. (First Reading) (*Staff Contact: Kevin Hennessey, Director of Finance*)

**STRATEGIC PRIORITY AND GOAL(S):**

| Strategic Priority                                                                                                                                                                         | Strategic Goal                                                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <p><b>High Performing City Organization</b><br/>Providing Exceptional,<br/>People Focused Services</p> | 1.4 Be a responsible steward of the city's financial resources by providing rates and fees that represent a strong value to our citizens; providing timely, accurate and transparent financial reporting; and utilizing long-range planning. |

**SUMMARY:**

The fee schedule update is incorporated into the City's annual budget process. The budget process opens in March, at which time departments are asked to review their existing fees and identify any proposed changes. Departments submitted their proposed fee changes by April for Finance and City Manager's Office review. Finance and the City Manager's Office then evaluated the proposed changes, including comparisons to benchmark cities and consideration of the City's overall fee structure. Following this review, the City Manager presented the proposed fee schedule changes to the Finance Committee and subsequently to City Council for consideration. This process provides multiple opportunities to review and evaluate proposed fee changes before they are incorporated into the City's adopted fee schedule.

On August 3, 2026, the City Manager formally filed the proposed annual budget for Fiscal Year 2026-2027 and provided a copy of the proposed budget to the City Council in accordance with the City's annual budget development and adoption process. The proposed budget establishes the financial framework for providing municipal services, funding operational priorities, and implementing the City Council's strategic objectives during the upcoming fiscal year.

At the August 10, 2026, Special City Council meeting, the City Manager presented the proposed budget to the City Council and members of the public. As part of the City's consideration of the proposed budget and property tax rate, the City Council voted to establish a proposed maximum tax rate for Tax Year 2026. Establishing the proposed maximum tax rate identifies the highest property tax rate the City Council may consider for adoption as the budget and tax rate process moves forward. The City Council may ultimately adopt a tax rate that is lower than the proposed maximum tax rate but may not adopt a rate exceeding the proposed maximum without restarting the applicable statutory process.

The proposed ordinance will set fees for most City services and charges for Fiscal Year 2026-2027.

**RECOMMENDATION:**

Adopt the ordinance providing a Fiscal Year 2026-2027 schedule of fees for various City of Burleson services.

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

At the July 15, 2026, Finance Committee meeting, Finance staff presented the proposed list of fee changes to the committee requesting feedback. Recommendation from Committee was not to pass along eCheck fees at the BRiCK

At the July 20, 2026, City Council meeting, the City Manager presented the proposed list of fee changes to the council and members of the public. Recommendation from Council was to proceed as presented.

At the August 10, 2026, Special City Council meeting, the City Manager presented the proposed budget to the council and members of the public. Recommendation from Council was to proceed as presented.

**REFERENCE:**

N/A

**FISCAL IMPACT:**

N/A

**STAFF CONTACT:**

Kevin Hennessey  
Director of Finance  
[khennessey@burlesontx.com](mailto:khennessey@burlesontx.com)  
817-426-9651