

**THE STATE OF TEXAS
CITY OF BALCONES HEIGHTS
COUNTY OF BEXAR**



Johnny A. Rodriguez, Jr., Mayor
Jack Burton, Mayor Pro Tem/Council, Place 1
David Sellars, Council, Place 2

Jimmy Hernandez., Council, Place 3
Tracy Ebersole, Council, Place 4
Molly Weaver, Council, Place 5

REGULAR CITY COUNCIL MEETING AGENDA

NOTICE IS HEREBY GIVEN THAT THE ABOVE CALLED MEETING OF THE GOVERNING BODY OF THE CITY OF BALCONES HEIGHTS, TEXAS, WILL BE HELD ON **Monday, August 4, 2025 at 6:00 p.m.** IN THE JUSTICE CENTER, LOCATED AT 3300 HILLCREST DRIVE, BALCONES HEIGHTS, TEXAS, 78201 TO CONSIDER AND ACT UPON ANY LAWFUL SUBJECT WHICH MAY COME BEFORE SAID MEETING, INCLUDING, AMONG OTHERS, THE FOLLOWING ITEMS TO BE DISCUSSED AND ACTED UPON:

CALL TO ORDER AND RECORDING OF QUORUM

INVOCATION AND PLEDGES OF ALLEGIANCE TO THE U. S. A. AND TEXAS FLAGS

Here are the words to the Texas pledge:

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

PUBLIC COMMENT PERIOD

At this time, citizens who have filled out a Registration Form prior to the start of the meeting may speak on any topic they wish to bring to the attention of the governing body so long as that topic is not on the agenda for this meeting. During the Citizens to be Heard section, no council action may take place, and no council discussion or response is required to the speaker.

Citizens who wish to speak on a specific Agenda item when that item is called for discussion must first fill out a Registration Form prior to the start of the meeting indicating which Agenda item they wish to address.

PRESENTATIONS

CONSENT AGENDA ITEMS:

BUSINESS ITEMS

1. Budget Workshop #3. (Messick)
2. Discussion and Possible Action to Improve Financial Transparency and Oversight through departmental spending and receipt documentation policy. (Ebersole)
3. Discussion and Action to Schedule a Public Hearing on the Fiscal Year 2026 Proposed Budget and Proposed Tax Rate for Monday, September 22, 2025, at 6:00 pm, at the Balcones Heights Justice Center. (Messick)

ANNOUNCEMENTS, COMMENTS, AND REQUESTS:

4. Announcements/Comments by Mayor and Council Members.
5. Announcements by City Administrator.
6. Agenda Item Requests by Mayor and Council Members to be placed on a future City Council agenda.

EXECUTIVE SESSION:

7. Discussion pursuant to §§ 551.071 (Consultation with Attorney) and 551.074 (Personnel Matters) regarding discussion of the following:
 - a. City Administrator position.
 - b. Department Director position.

RE-CONVENE IN OPEN SESSION:

8. Council may act in open session on items discussed in executive session.

ADJOURNMENT:

DECORUM REQUIRED

Any disruptive behavior, including shouting or derogatory statements or comments may be ruled out of order by the Presiding Officer. Continuation of this type of behavior could result in a request by the Presiding Officer that the individual leave the meeting, and if refused, an order of removal.

The Balcones Heights City Council reserves the right to adjourn into **executive session** at any time to discuss any of the matters listed above, as authorized by Texas Government Code § 551.071 (Consultation with Attorney) § 551.072 (Deliberations about Real Property) § 551.073 (Deliberations about Gifts and Donations) § 551.074 (Personnel Matters) § 551.076 (Deliberations about Security Devices), and § 551.086 (Economic Development)

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Balcones Heights City Council meetings are available to all people regardless of disability. This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation, should you require special assistance, must be made 48 hours prior to this meeting. Braille is not available. Please contact the City Secretary's office at 210-957-3542 or write to 3300 Hillcrest Drive, Balcones Heights, Texas 78201

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the bulletin board, at the Justice Center / City Hall of Balcones Heights, Texas, in a place convenient and readily accessible to the general public at all times, and said Notice was posted on the following date and time: **August 1, 2025, at 6:00 P.M.** and remained so posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

City of Balcones Heights, Texas

Lisa Merlo
City Secretary

FY 26 Payroll Costs

Employee Information		Salary Calculations							City Contributions						Totals	
Grade / Step	Position/Fund/Department	Base Salary	FD SPC Hours	Certifications & Education	PD Shift, FTO & ROC	Holidays Worked	Language & Auto	Total Additional Payments	Gross Salary	SSI	TMRS Contributions	Medical Insurances	Workers Compensation Insurance	Uniform Allowance	Total City Contributions	Total City Salary Costs
	General Fund 10															
	<u>Administration (410)</u>															
52/4	City Administrator	140,000	-	-	-	-	3,000	3,000	143,000	10,940	16,946	9,100	-	-	36,985	179,985
39/4	Finance Director	111,546	-	-	-	-	-	-	111,546	8,533	13,218	9,100	-	-	30,852	142,398
30/2	City Secretary	80,970	-	-	-	-	520	520	81,490	6,234	9,657	9,100	-	-	24,991	106,481
29/2	Community Relations	62,313	-	-	-	-	520	520	62,833	4,807	7,446	9,100	-	-	21,352	84,185
	Finance/Administration	60,794	-	-	-	-	520	520	61,314	4,691	7,266	9,100	-	-	21,056	82,371
	Administration Total	455,624	-	-	-	-	4,560	4,560	460,184	35,204	54,532	45,500	500	-	135,736	595,920
	GF Dept 410 79% Total	359,943	-	-	-	-	3,602	3,602	363,545	27,811	43,080	35,945	500	-	106,836	470,882
	HOT Fund 20 21% Total	95,681	-	-	-	-	958	958	96,639	7,393	11,452	9,555	-	-	28,900	125,038
	<u>Court (420)</u>															
24/2	Sr. Court Clerk	53,722	-	-	-	-	520	520	54,242	4,150	6,428	9,100	-	-	19,677	73,920
15/2	Court Clerk	43,031	-	-	-	-	520	520	43,551	3,332	5,161	9,100	-	-	17,592	61,144
	PT Judge	26,000	-	-	-	-	-	-	26,000	1,989	-	-	-	-	1,989	27,989
	Overtime	1,000	-	-	-	-	-	-	1,000	77	119	-	-	-	195	1,195
	Court Total	123,754	-	-	-	-	1,040	1,040	124,794	9,547	11,707	18,200	500	800	40,754	165,547
	<u>Community Develop. (610)</u>															
44/2	Community Development Mgr	88,022	-	-	-	-	-	-	88,022	6,734	10,431	9,100	-	-	26,264	114,286
29/2	Clerk/City Planner	60,794	-	-	-	-	520	520	61,314	4,691	7,266	9,100	-	-	21,056	82,371
28/2	Code Compliance	59,234	-	-	-	-	-	-	59,234	4,531	7,019	9,100	-	-	20,651	79,885
	Overtime	1,000	-	-	-	-	-	-	1,000	77	119	-	-	-	195	1,195
	Community Development Total	209,050	-	-	-	-	520	520	209,570	16,032	24,834	27,300	500	1,200	69,866	279,437
	<u>Public Works (630)</u>															
12/3	Maintenance 1	40,764	-	520	-	-	520	1,040	41,804	3,198	4,954	9,100	-	-	17,252	59,056
12/2	Maintenance 2	39,974	-	520	-	-	520	1,040	41,014	3,138	4,860	9,100	-	-	17,098	58,111
	Part-time Janitorial	24,000	-	-	-	-	520	520	24,520	1,876	2,906	-	-	-	4,781	29,301
	Overtime	1,200	-	-	-	-	-	-	1,200	92	142	-	-	-	234	1,434
	Maintenance Total	105,938	-	1,040	-	-	1,560	2,600	108,538	8,303	12,862	18,200	5,000	1,600	45,965	154,502

FY 26 Payroll Costs

Employee Information		Salary Calculations								City Contributions						Totals		
Grade / Step	Position/Fund/Department	Base Salary	FD SPC Hours	Certifications & Education	PD Shift, FTO & ROC	Holidays Worked	Language & Auto	Total Additional Payments	Gross Salary	SSI	TMRS Contributions	Medical Insurances	Workers Compensation Insurance	Uniform Allowance	Total City Contributions	Total City Salary Costs		
	<u>Fire Department (530)</u>																	
53/4	Fire Chief	114,354	-	-	-	-	3,520	3,520	117,874	9,017	13,968	9,100	-	-	32,086	149,960		
38/6	FD CPT1	82,177	6,563	1,560	-	-	-	8,123	90,300	6,908	10,701	9,100	-	-	26,708	117,008		
38/4	FD CPT2	78,994	6,415	2,860	-	-	-	9,275	88,270	6,753	10,460	9,100	-	-	26,313	114,582		
38/3	FD CPT3	77,434	6,243	2,220	-	-	-	8,463	85,897	6,571	10,179	9,100	-	-	25,850	111,747		
33/8	FD LT1	75,562	6,124	2,060	-	-	520	8,704	84,267	6,446	9,986	9,100	-	-	25,532	109,799		
33/4	FD LT2	69,801	5,736	2,860	-	-	520	9,116	78,916	6,037	9,352	9,100	-	-	24,489	103,405		
33/2	FD LT3	67,097	5,524	2,860	-	-	520	8,904	76,000	5,814	9,006	9,100	-	-	23,920	99,920		
25/9	FD FF1	63,228	5,181	2,360	-	-	520	8,061	71,289	5,454	8,448	9,100	-	-	23,001	94,291		
25/9	FD FF2	63,228	5,180	2,860	-	-	-	8,040	71,268	5,452	8,445	9,100	-	-	22,997	94,265		
25/8	FD FF3	62,001	5,083	2,860	-	-	-	7,943	69,944	5,351	8,288	9,100	-	-	22,739	92,683		
25/6	FD FF4	59,588	4,844	2,220	-	-	-	7,064	66,652	5,099	7,898	9,100	-	-	22,097	88,749		
25/4	FD FF5	57,279	4,651	2,060	-	-	-	6,711	63,990	4,895	7,583	9,100	-	-	21,578	85,568		
25/2	FD FF6	55,074	4,389	920	-	-	-	5,309	60,383	4,619	7,155	9,100	-	-	20,875	81,258		
25/2	FD FF7	55,074	4,389	920	-	-	-	5,309	60,383	4,619	7,155	9,100	-	-	20,875	81,258		
25/2	FD FF8	55,074	4,316	-	-	-	-	4,316	59,391	4,543	7,038	9,100	-	-	20,681	80,072		
25/2	FD FF9	55,074	4,357	-	-	-	520	4,877	59,952	4,586	7,104	9,100	-	-	20,791	80,742		
Part-time (5)		5,000	-	-	-	-	-	-	5,000	383	-	-	-	-	383	5,383		
Overtime		40,000	-	-	-	-	-	-	40,000	3,060	4,740	-	-	-	7,800	47,800		
Fire Department Total		1,136,042	78,994	28,620	-	-	6,120	113,734	1,249,776	95,608	147,506	145,600	25,000	16,000	429,714	1,679,490		
	<u>Communications (520)</u>																	
24/4	Dispatch Supervisor	55,886	-	-	-	-	-	-	55,886	4,275	6,622	9,100	-	-	1,000	2,000	3,000	3,000
18/4	Dispatch 1	48,190	-	520	-	3,044	-	3,564	51,754	3,959	6,133	9,100	-	-	19,192	70,946		
18/3	Dispatch 2	47,254	-	520	-	2,986	520	4,026	51,279	3,923	6,077	9,100	-	-	19,099	70,379		
18/3	Dispatch 3	47,254	-	520	-	2,986	-	3,506	50,759	3,883	6,015	9,100	-	-	18,998	69,758		
18/2	Dispatch 4	46,338	-	520	-	2,929	520	3,969	50,307	3,848	5,961	9,100	-	-	18,910	69,217		
Part-time (4)		40,000	-	-	-	-	-	-	40,000	3,060	-	-	-	-	3,060	43,060		
Overtime		20,000	-	-	-	-	-	-	20,000	1,530	2,370	-	-	-	3,900	23,900		
Communications Total		304,921	-	2,080	-	11,945	1,040	15,065	319,986	24,479	33,178	45,500	1,000	2,000	106,157	426,143		

FY 26 Payroll Costs

Employee Information		Salary Calculations							City Contributions						Totals	
Grade/ Step	Position/Fund/Department	Base Salary	FD SPC Hours	Certifications & Education	PD Shift, FTO & ROC	Holidays Worked	Language & Auto	Total Additional Payments	Gross Salary	SSI	TMRS Contributions	Medical Insurances	Workers Compensation Insurance	Uniform Allowance	Total City Contributions	Total City Salary Costs
	<i>Police (510)</i>															
56/4	Police Chief	123,174	-	-	-	-	3,000	3,000	126,174	9,652	14,952	9,100	-	-	33,704	159,877
	<i>Patrol</i>															
5/4	LT Patrol	86,778	-	2,101	1,300	-	520	3,921	90,699	6,938	10,748	9,100	-	-	26,786	117,485
3/4	SGT 1	76,831	-	919	1,900	7,467	-	10,286	87,117	6,664	10,323	9,100	-	-	26,088	113,205
3/2	SGT 2	73,857	-	2,394	3,100	7,488	520	13,502	87,359	6,683	10,352	9,100	-	-	26,135	113,494
3/2	SGT 3	73,857	-	2,131	1,900	7,351	520	11,902	85,759	6,561	10,162	9,100	-	-	25,823	111,581
3/2	SGT 4	73,857	-	2,131	1,900	7,302	-	11,333	85,190	6,517	10,095	9,100	-	-	25,712	110,902
1/3	OFCR 1	61,751	-	1,576	1,900	6,115	-	9,591	71,342	5,458	8,454	9,100	-	-	23,012	94,354
1/3	OFCR 2	61,751	-	919	1,900	6,053	-	8,872	70,624	5,403	8,369	9,100	-	-	22,872	93,495
1/3	OFCR 3	61,751	-	919	1,900	6,053	-	8,872	70,624	5,403	8,369	9,100	-	-	22,872	93,495
1/3	OFCR 4	61,751	-	919	1,900	6,102	520	9,441	71,192	5,446	8,436	9,100	-	-	22,983	94,175
1/2	OFCR 5	60,545	-	919	1,300	5,933	520	8,672	69,217	5,295	8,202	9,100	-	-	22,597	91,814
1/2	OFCR 6	60,545	-	919	1,300	5,933	520	8,672	69,217	5,295	8,202	9,100	-	-	22,597	91,814
1/2	OFCR 7	60,545	-	-	-	5,725	520	6,245	66,790	5,109	7,915	9,100	-	-	22,124	88,914
1/2	OFCR 8	60,545	-	-	-	5,676	-	5,676	66,221	5,066	7,847	9,100	-	-	22,013	88,234
	PT Fleet Maintenance	26,000	-	-	-	-	-	-	26,000	1,989	-	-	-	-	1,989	27,989
	<i>Investigations</i>															
4/3	Lead Detective	80,891	-	-	1,900	-	-	1,900	82,791	6,334	9,811	9,100	-	-	25,244	108,035
3/4	Detective 1	76,831	-	2,131	1,300	-	520	3,951	80,782	6,180	9,573	9,100	-	-	24,853	105,635
2/2	Detective 2	70,886	-	1,576	1,300	-	-	2,876	73,762	5,643	8,741	9,100	-	-	23,484	97,246
	Overtime	125,000	-	-	-	-	-	-	125,000	9,563	14,813	-	-	-	24,375	149,375
	Police Total	1,377,146	-	19,554	24,800	77,199	7,160	128,713	1,505,858	115,198	175,363	154,700	37,500	20,000	502,761	2,008,620
	GF Dept 510 55% Total	757,430	-	10,755	13,640	42,459	3,938	70,792	828,222	63,359	96,450	85,085	20,625	11,000	276,519	1,104,741
	BHCC&PD Fund 18 45% Total	619,716	-	8,799	11,160	34,739	3,222	57,921	677,636	51,839	78,913	69,615	16,875	9,000	226,243	903,879
	Court Security Fund 24															
	<i>Court Security (420)</i>															
	Part-time Bailiffs (4)	15,250	-	-	-	-	-	-	15,250	1,167	-	-	-	-	1,167	16,417
	Court Security Total	15,250	-	-	-	-	-	-	15,250	1,167	-	-	-	-	6,000	23,617

Total City FY26 Salary Expense	3,727,724	78,994	51,294	24,800	89,143	22,000	266,231	3,993,955	305,538	459,982	455,000	76,000	42,800	1,339,320	5,333,275
% difference from FY25														-0.82%	

FY26 Payroll by Funds 2.4% COLA at 21 July															
General Fund (10)	2,997,077	78,994	42,495	13,640	54,404	17,820	207,353	3,204,430	245,139	369,617	375,830	53,125	32,600	1,075,811	4,280,741
BHCC&PD Fund (18)	619,716	-	8,799	11,160	34,739	3,222	57,921	677,636	51,839	78,913	69,615	16,875	9,000	226,243	903,879
HOT Fund (20)	95,681	-	-	-	-	958	958	96,639	7,393	11,452	9,555	-	-	28,900	125,038
Court Security Fund (24)	15,250	-	-	-	-	-	-	15,250	1,167	-	-	6,000	1,200	8,367	23,617
FY26 Payroll by Funds	3,727,724	78,994	51,294	24,800	89,143	22,000	266,231	3,993,955	305,538	459,982	455,000	76,000	42,800	1,339,320	5,333,275

FY25 Payroll by Funds															
General Fund (10)	3,050,582	87,359	43,989	14,394	45,664	23,273	214,779	3,265,361	249,801	381,033	356,053	89,528	27,472	1,102,889	4,369,247
BHCC&PD Fund (18)	601,012	-	8,248	11,606	26,098	5,268	51,220	652,233	49,896	75,803	60,710	18,972	8,928	214,309	866,542
HOT Fund (20)	92,014	-	-	-	-	399	399	92,413	7,069	11,043	8,237	0	0	27,347	118,762
Court Security Fund (24)	14,500	-	-	-	-	400	400	14,900	1,140	0	0	6,000	1,000	8,140	23,040
FY25 Payroll by Funds	3,758,108	87,359	52,237	26,000	71,762	29,340	266,799	4,024,906	307,905	467,879	425,000	114,500	37,400	1,352,684	5,377,591

City of Balcones Heights
Salary Schedule

Calendar Year 2026

<u>General Positions</u>	Grade	Steps and Annual Salary										Steps Schedule	
		1	2	3	4	5	6	7	8	9	10	At	Give Step
Maintenance & Streets Worker	12	39,183	39,974	40,764	41,575	42,407	43,260	44,113	44,986	45,902	46,817	Year 1	1
Deputy Court Clerk	15	42,178	43,031	43,884	44,758	45,652	46,567	47,503	48,439	49,417	50,394	Year 2	2
Dispatcher	18	45,423	46,338	47,254	48,190	49,167	50,145	51,143	52,162	53,202	54,263	Year 3	3
Senior Court Clerk	24	52,662	53,722	54,783	55,886	57,009	58,132	59,297	60,482	61,689	62,916	Year 4	4
Dispatch Supervisor	24	52,662	53,722	54,783	55,886	57,009	58,132	59,297	60,482	61,689	62,916	Year 5	-
Code Clerk & City Planner	28	58,070	59,234	60,420	61,626	62,854	64,102	65,391	66,702	68,033	69,385	Year 6	5
Code Enforcement Officer	28	58,070	59,234	60,420	61,626	62,854	64,102	65,391	66,702	68,033	69,385	Year 7	-
Finance & Administration	29	59,609	60,794	62,022	63,249	64,518	65,807	67,118	68,449	69,822	71,215	Year 8	6
Community Relations Coordinator	30	61,106	62,313	63,561	64,830	66,119	67,450	68,802	70,175	71,569	73,004	Year 9	-
<u>Management Positions</u>													
City Secretary	39	76,311	77,830	79,390	80,970	82,593	84,236	85,921	87,647	89,394	91,183	Year 10	7
Community Development Manager	44	86,295	88,022	89,790	91,578	93,409	95,260	97,174	99,108	101,105	103,122	Year 11	-
Finance Director	52	105,119	107,220	109,362	111,546	113,793	116,060	118,369	120,740	123,153	125,607	Year 12	-
Fire Chief	53	107,761	109,924	112,108	114,354	116,642	118,972	121,343	123,777	126,252	128,769	Year 13	8
Police Chief	56	116,081	118,390	120,761	123,174	125,628	128,145	130,703	133,324	135,986	138,690	Year 14	-
<u>Fire Positions</u>													
Fire Fighter	25	53,993	55,074	56,156	57,279	58,423	59,588	60,794	62,001	63,228	64,497	Year 15	-
Fire Lieutenant	33	65,786	67,097	68,449	69,801	71,194	72,630	74,065	75,562	77,060	78,599	Year 16	-
Fire Captain	38	74,439	75,916	77,434	78,994	80,554	82,177	83,820	85,484	87,190	88,937	Year 17	-
<u>Police Positions</u>													
Police Officer	PD1	59,359	60,545	61,751	62,978	64,247	65,516	66,826	68,158	69,530	70,924	Year 18	-
Detective	PD2	69,493	70,886	72,301	73,757	75,234	76,731	78,270	79,830	81,432	83,054	Year 19	-
Police Sergeant	PD3	72,401	73,857	75,334	76,831	78,370	79,930	81,532	83,154	84,818	86,524		
Lead Detective	PD4	77,750	79,290	80,891	82,493	84,157	85,842	87,547	89,294	91,083	92,914		
Police Lieutenant	PD5	81,765	83,408	85,072	86,778	88,504	90,272	92,082	93,933	95,805	97,718		

Each Step is a 2% increase in salary

2026 Salary Schedule includes an estimated 2.4% COLA for all personnel

Actual COLA is based on Social Security Administration's November calculation for the upcoming calendar year

COLAs are effective January 1 for the calendar year

Personnel Complement

Full Time Equivalents

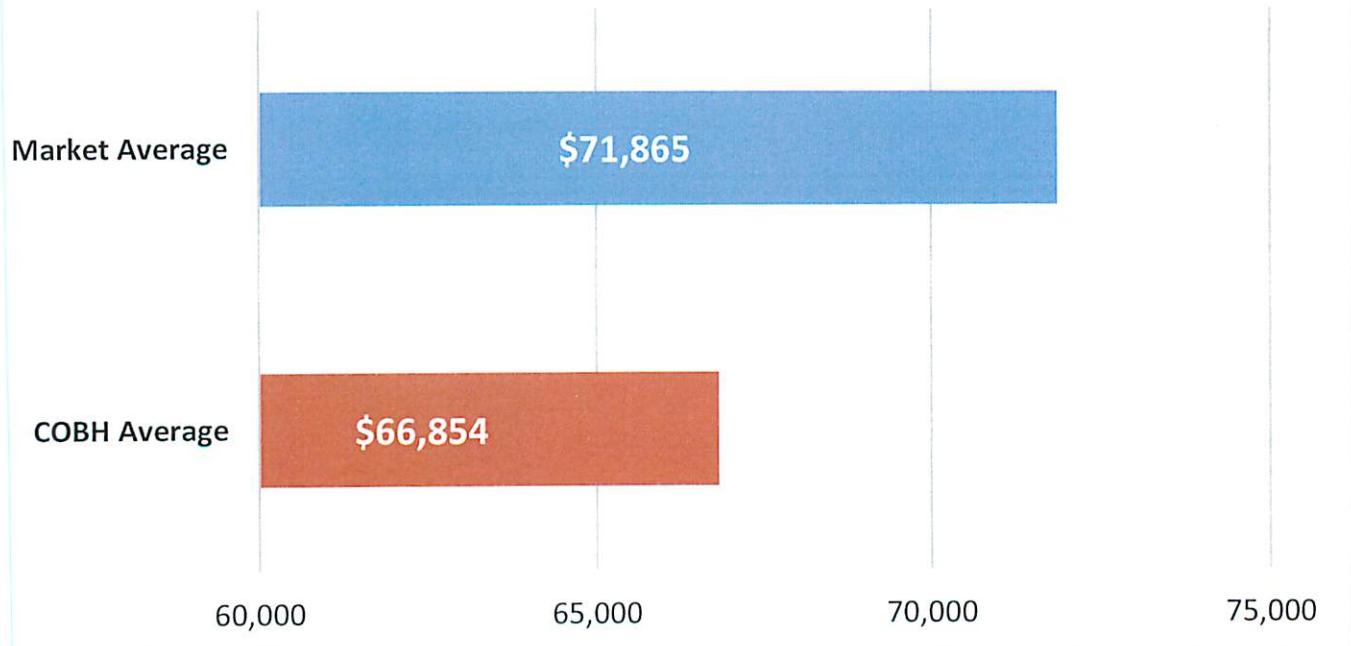
Position	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Admin City Administrator	1	1	1	1	1
Admin City Secretary	1	1	1	1	1
Admin Community Relations	1	1	1	1	1
Admin Finance Director	1	1	1	1	1
Admin Finance & Administration	1	1	1	1	1
CD Building & Code Official	0	.5	1	1	0
CD Code Compliance Officer	1	1	.5	.5	1
CD Director Community Development	1	1	1	1	1
CD Clerk & City Planner	0	0	0	1	1
CD PW Custodian Janitorial	0	0	.5	.5	.5
CD PW Maintenance Worker	1	1	1	2	2
CD PW Public Works Supervisor	1	1	0	0	0
Court Senior Deputy Court Clerk	1	1	1	1	1
Court Deputy Court Clerk	2	2	2	1	1
Court Municipal Judge	.5	.5	.5	.5	.5
Court Bailiff	2	2	2	2	2
Dispatch Supervisor	1	1	1	1	1
Dispatch Dispatcher	6	6	6	6	6
ED Director Economic Development	1	1	1	0	0
FD Fire Chief	1	1	1	1	1
FD Fire Captain	3	3	3	3	3
FD Fire Lieutenant	3	3	3	3	3
FD Fire Fighter	9	9	9	9	9
FD Fire Fighter – Part-Time	2.5	2.5	2.5	2.5	2.5
PD Police Chief	1	1	1	1	1
PD Police Lieutenant	2	2	2	2	1
PD Police Lead Investigator	0	0	0	0	1
PD Police Sergeant	4	4	3	3	4
PD Police Investigator	0	0	0	0	2
PD Police Corporal	5	5	6	6	0
PD Police Officer	6	6	6	6	8
PD Police Fleet Maintenance	.5	.5	.5	.5	.5
PD Police Photo Enforce Administrator	1	1	0	0	0
Total Full Time Equivalents	60.5	61	59.5	59.5	58

	Start Averages & Ranges of 20 Cities				Balcones Heights		
	Start Average	Low	High	Responses	Start	\$ Difference	% Difference
Administration							
City Manager/Administrator	164,413	99,912	272,366	16	130,000	(34,413)	-21%
Assistant City Manager/Administrator	131,306	81,120	174,872	8	-	-	-
Executive Assistant	61,320	35,000	97,314	8	-	-	-
Office Manager	46,208	42,453	49,962	2	-	-	-
Administrative Assistant	44,160	39,312	55,567	5	-	-	-
City Secretary	76,266	51,696	91,514	14	74,422	(1,844)	-2%
Deputy/Assistant City Secretary	54,165	48,152	59,786	4	-	-	-
Finance							
Finance Director	106,310	73,909	137,020	13	102,565	(3,745)	-4%
Assistant Finance Director	98,868	85,000	112,735	2	-	-	-
Procurement Manager	73,564	70,824	76,304	2	-	-	-
Senior Accountant	65,690	62,170	69,209	2	-	-	-
Accounting Specialist	61,708	49,504	74,401	4	-	-	-
Accountant I	57,539	56,938	58,139	2	-	-	-
Accounts Payable/Payroll	49,945	44,613	60,000	6	58,115	8,171	16%
Human Resources							
Human Resources Manager/Director	92,472	51,059	137,020	9	-	-	-
Human Resources Asst Director	62,170	62,170	62,170	1	-	-	-
Human Resources Generalist	58,113	51,973	67,413	4	-	-	-
Human Resources Clerk	48,770	46,844	49,962	3	-	-	-
HR & Communications Specialist	61,090	61,090	61,090	1	-	-	-
HR/Finance Specialist	60,493	53,186	67,800	2	-	-	-
Court							
Court Administrator	63,608	41,315	83,226	8	58,115	(5,493)	-9%
Senior Deputy Court Clerk	47,150	34,841	63,001	18	-	-	-
Deputy Court Clerk	38,243	28,466	43,618	10	41,101	2,858	7%
Warrant Officer	44,450	44,450	44,450	1	-	-	-
Warrant Clerk	38,330	36,400	40,260	2	-	-	-
Information Technology							
IT Manager/Director	110,479	89,315	137,020	3	-	-	-
System Administrator	66,511	61,090	69,234	3	-	-	-
IT/Computer Technician	51,645	51,645	51,645	1	-	-	-
Economic Development							
Director Economic Development	96,598	78,562	137,020	4	-	-	-
Economic Development Specialist	50,115	42,489	57,741	2	-	-	-

Start Averages & Ranges of 20 Cities					Balcones Heights		
	Start Average	Low	High	Responses	Start	\$ Difference	% Difference
Community Development							
Community Development Director	108,103	78,562	137,020	6	84,177	(23,926)	-22%
Development Services Coordinator	54,219	46,227	63,245	3	-	-	-
Development Services Specialist	38,602	30,359	46,844	2	-	-	-
GIS Technician	50,119	45,843	55,328	3	-	-	-
Planning & Zoning Director	115,003	115,003	115,003	1	-	-	-
Planning & Zoning Planner	59,830	54,856	67,413	4	-	-	-
Building Official	68,403	62,775	74,402	3	-	-	-
Building Inspector	53,985	49,504	59,786	3	-	-	-
Building/Permits Clerk	41,454	34,000	49,961	7	41,101	(353)	-1%
Code Enforcement Supervisor	54,220	49,504	58,936	2	-	-	-
Code Enforcement/Compliance Officer	44,622	31,743	46,509	10	46,509	1,887	4%
Community Relations							
Communications Director	88,171	87,027	89,315	2	-	-	-
Multimedia Communications Officer	66,663	65,913	67,413	2	-	-	-
Community Relations Manager	38,962	38,962	65,749	1	65,749	26,787	69%
Telecommunications Manager	61,882	61,882	61,882	1	-	-	-
Recreation & Special Events Mgr.	55,595	41,935	65,913	3	-	-	-
Telecommunications Officer	49,868	44,467	54,227	3	-	-	-
Public Works							
Director of Public Works	103,589	53,222	149,906	15	-	-	-
Assist. Director Utilities/PW	95,270	62,170	115,586	6	-	-	-
Project Manager	75,472	70,824	80,119	2	-	-	-
Infrastructure Inspector	60,438	59,786	61,090	2	-	-	-
Environmental Project Manager	58,136	58,136	58,136	1	-	-	-
Administrative Support Specialist	41,735	40,248	43,222	2	-	-	-
Custodian	35,464	35,464	35,464	1	-	-	-
Animal Control Manager	58,499	43,680	69,209	4	-	-	-
Animal Control Officer	38,576	31,743	44,990	9	-	-	-
Park/Public Works Supervisor	59,270	34,377	74,610	11	-	-	-
Park/Public Works Crew Leader	46,804	32,660	53,851	6	-	-	-
Park/Public Works Worker/Crewman	36,840	24,155	43,574	13	38,168	1,328	4%
Public Works Tech IV	42,706	42,706	42,706	1	-	-	-
Public Works Tech III	41,097	41,097	41,097	1	-	-	-
Public Works Tech II	42,034	39,454	44,613	2	-	-	-
Public Works Tech I	38,297	38,055	38,538	2	-	-	-

	Start Averages & Ranges of 20 Cities				Balcones Heights		
	Start Average	Low	High	Responses	Start	\$ Difference	% Difference
Police							
Police Chief	115,243	68,661	152,119	16	113,256	(1,987)	-2%
Police Assistant Chief	101,944	80,000	122,990	9	-		
Police Executive Secretary	39,291	35,483	43,098	2	-		
School Resource Officer	63,033	59,842	66,223	2	-		
Victim Advocate & Crime Analyst	52,396	49,504	54,227	3	-		
Police Captain	93,362	64,011	126,996	4	-		
Police/Patrol Lieutenant	86,820	64,480	114,430	17	79,851	(6,969)	-8%
Police Sergeant	74,798	47,082	98,204	19	70,616	(4,182)	-6%
Police Corporal	67,951	42,305	88,120	12	-		
Police Officer	59,603	41,859	69,451	19	57,866	(1,737)	-3%
Police Cadet	52,093	42,453	60,030	4	-		
CID/Investigations Lieutenant	78,760	75,862	78,957	2	75,862	(2,898)	-4%
CID/Investigations Sergeant CID	66,606	49,566	80,746	4	-		
CID/Investigations Detective	68,061	42,806	84,356	9	67,811	(250)	0%
Police Evidence Technician	51,082	42,453	63,981	5	-		
Police Admin Specialist/Assistant	43,414	38,538	53,165	6	-		
Police Admin Clerk	43,122	39,166	48,360	4	-		
Fire							
Fire Chief	112,800	72,821	143,872	13	105,144	(7,656)	-7%
Fire Assistant Chief	84,992	65,920	112,735	11	-		
Fire Battalion Chief	105,915	89,625	125,659	4	-		
Fire Deputy Marshal	77,150	56,891	97,767	5	-		
Fire Inspector/Investigator	88,705	88,705	88,705	1	-		
Fire Executive Secretary	35,483	35,483	35,483	1	-		
Fire Captain	77,750	39,042	114,374	14	72,952	(4,798)	-6%
Fire Lieutenant	75,698	64,147	97,767	10	64,147	(11,551)	-15%
Fire Engineer	62,990	41,294	86,100	6	-		
Fire Fighter Paramedic	56,500	35,360	71,885	5	-		
Firefighter	55,815	33,659	66,974	11	52,624	(3,191)	-6%
Fire Fighter EMT/EMS	52,841	33,280	66,221	7	-		
Fire EMS Billing Clerk	41,460	40,466	42,453	2	-		
Fire Administrative Specialist	40,638	36,908	43,701	4	-		
Dispatch/Communications							
Dispatch Lead/Supervisor	52,622	44,491	65,589	7	51,334	(1,288)	-2%
Dispatcher	42,613	30,672	49,504	8	44,262	1,649	4%
Average of All COBH Positions	71,865	50,715	93,301		66,854		

20 Cities Averages



Accruals

Position/Fund/Department	Gross Salary	Total City Contributions	Total City Salary Costs	Accrued Vacation	Vacation Used	Vacation Remaining	Vacation Value	Sick Accrued	Sick Used	Sick Remaining
General Fund 10										
<u>Administration (410)</u>										
City Administrator	143,000	36,985	179,985	-	-	-	-	-	-	-
Finance Director	111,546	30,852	142,398	64.0	44	172	10,954	64.0	16.5	355.5
City Secretary	81,490	24,991	106,481	84.0	32	291	8,191	56.0	216.0	356.5
Community Relations	62,833	21,352	84,185	64.0	86	13.5	546	64.0	13.0	46.0
Finance/Administration	61,314	21,056	82,371	112.0	45	181	6,336	64.0	35.5	72.8
Administration Total	460,184	135,736	595,920	324	207	658	26,027	248	281	831
GF Dept 410 79% Total	363,545	106,836	470,882	256	164	520	20,561	196	222	656
HOT Fund 20 21% Total	96,639	28,900	125,038	68	43	138	5,466	52	59	174
<u>Court (420)</u>										
Sr. Court Clerk	54,242	19,677	73,920	80	48	119	4,211	64	31	211
Court Clerk	43,551	17,592	61,144	40	-	40	1,176	40	-	40
PT Judge	26,000	1,989	27,989	-	-	-	-	-	-	-
Overtime	1,000	195	1,195	-	-	-	-	-	-	-
Court Total	124,794	40,754	165,547	120	48	159	5,387	104	31	251
<u>Community Develop. (610)</u>										
Community Development Mgr	88,022	26,264	114,286	64	-	112	6,154	64	25	87
Clerk/City Planner	61,314	21,056	82,371	52	40	12	475	52	10	43
Code Compliance	59,234	20,651	79,885	16	-	16	615	16	-	16
Overtime	1,000	195	1,195	-	-	-	-	-	-	-
Community Development Total	209,570	69,866	279,437	132	40	140	7,244	132	35	146
<u>Public Works (630)</u>										
Maintenance 1	41,804	17,252	59,056	64	16	112	3,180	64	16	112
Maintenance 2	41,014	17,098	58,111	8	-	8	224	8	-	8
Part-time Janitorial	24,520	4,781	29,301	-	-	-	-	-	-	-
Overtime	1,200	234	1,434	-	-	-	-	-	-	-
Maintenance Total	108,538	45,965	154,502	72	16	120	3,403	72	16	120

Accruals

Position/Fund/Department	Gross Salary	Total City Contributions	Total City Salary Costs	Accrued Vacation	Vacation Used	Vacation Remaining	Vacation Value	Sick Accrued	Sick Used	Sick Remaining
<u>Fire Department (530)</u>										
Fire Chief	117,874	32,086	149,960	96	63	191	11,535	56	103	674
FD CPT1	90,300	26,708	117,008	236	58	282	9,001	48	48	1,080
FD CPT2	88,270	26,313	114,582	236	106	248	8,814	42	48	1,074
FD CPT3	85,897	25,850	111,747	220	106	259	8,596	90	342	828
FD LT1	84,267	25,532	109,799	210	168	190	8,446	96	411	47
FD LT2	78,916	24,489	103,405	236	202	249	7,954	96	48	651
FD LT3	76,000	23,920	99,920	220	144	123	5,885	96	48	759
FD FF1	71,289	23,001	94,291	252	202	267	7,253	88	96	1,062
FD FF2	71,268	22,997	94,265	241	154	208	7,251	96	48	278
FD FF3	69,944	22,739	92,683	252	250	199	7,129	96	67	337
FD FF4	66,652	22,097	88,749	220	202	94	4,011	96	-	1,032
FD FF5	63,990	21,578	85,568	210	88	274	6,582	96	-	267
FD FF6	60,383	20,875	81,258	204	72	198	6,251	96	-	126
FD FF7	60,383	20,875	81,258	204	48	216	6,251	96	-	120
FD FF8	59,391	20,681	80,072	204	-	204	6,159	90	-	90
FD FF9	59,952	20,791	80,742	24	-	24	932	12	-	12
Part-time (5)	5,000	383	5,383	-	-	-	-	-	-	-
Overtime	40,000	7,800	47,800	-	-	-	-	-	-	-
Fire Department Total	1,249,776	429,714	1,679,490	3,265	1,863	3,225	112,050	1,290	1,259	8,435
<u>Communications (520)</u>										
Dispatch Supervisor	55,886	19,998	75,883	64	85	8	292	64	285	8
Dispatch 1	51,754	19,192	70,946	64	42	53	1,791	64	4	159
Dispatch 2	51,279	19,099	70,379	64	72	44	1,489	64	57	59
Dispatch 3	50,759	18,998	69,758	64	112	4	134	64	56	12
Dispatch 4	50,307	18,910	69,217	20	-	20	666	20	6	14
Part-time (4)	40,000	3,060	43,060	-	-	-	-	-	-	-
Overtime	20,000	3,900	23,900	-	-	-	-	-	-	-
Communications Total	319,986	106,157	426,143	276	311	129	4,371	276	408	252

Accruals

Position/Fund/Department	Gross Salary	Total City Contributions	Total City Salary Costs	Accrued Vacation	Vacation Used	Vacation Remaining	Vacation Value	Sick Accrued	Sick Used	Sick Remaining
<u>Police (510)</u>										
Police Chief	126,174	33,704	159,877	98	24	178.3	12,298	51	292	472
<i><u>Patrol</u></i>										
LT Patrol	90,699	26,786	117,485	80	64	76	4,293	64	12	456
SGT 1	87,117	26,088	113,205	80	104	171	8,708	64	18	299
SGT 2	87,359	26,135	113,494	64	32	95.5	5,211	64	12	183
SGT 3	85,759	25,823	111,581	64	48	76	4,077	64	20	68
SGT 4	85,190	25,712	110,902	64	48	64	3,412	64	56	33
OFCR 1	71,342	23,012	94,354	64	-	124	5,625	76	36	97
OFCR 2	70,624	22,872	93,495	64	60	24	1,079	64	0	76
OFCR 3	70,624	22,872	93,495	64	48	36	1,618	64	40	44
OFCR 4	71,192	22,983	94,175	40	-	40	1,811	40	0	40
OFCR 5	69,217	22,597	91,814	36	48	16	706	36	48	16
OFCR 6	69,217	22,597	91,814	-	-	-	-	-	-	-
OFCR 7	66,790	22,124	88,914	-	-	-	-	-	-	-
OFCR 8	66,221	22,013	88,234	-	-	-	-	-	-	-
PT Fleet Maintenance	26,000	1,989	27,989	-	-	-	-	-	-	-
<i><u>Investigations</u></i>										
Lead Detective	82,791	25,244	108,035	96	119	185	8,310	64	1	297
Detective 1	80,782	24,853	105,635	64	64	149	7,567	64	67	220
Detective 2	73,762	23,484	97,246	64	52	36	1,683	64	12	96
Overtime	125,000	24,375	149,375	-	-	-	-	-	-	-
Police Total	1,505,858	502,761	2,008,620	942	711	1,271	66,399	843	614	2,396
GF Dept 510 55% Total	828,222	276,519	1,104,741	518	391	699	36,520	464	338	1,318
BHCC&PD Fund 18 45% Total	677,636	226,243	903,879	424	320	572	29,880	379	276	1,078
Court Security Fund 24										
<i>Court Security (420)</i>										
Part-time Bailiffs (4)	15,250	1,167	16,417	-	-	-	-	-	-	-
Court Security Total	15,250	8,367	23,617	-	-	-	-	-	-	-

Accrued Vacation Liability 224,881

City of Balcones Heights
City Council Agenda Request
Submitted by: Councilman Tracy Ebersole
Date: 7/31/2025
For Inclusion on Council Meeting Agenda: August 4, 2025

Agenda Item Title:

Discussion and Possible Action to Improve Financial Transparency and Oversight Through Departmental Spending and Receipt Documentation Policy

Agenda Summary:

This agenda item is submitted to initiate council discussion and potential action to strengthen **financial transparency, accountability, and oversight** within city departments. Specifically, this item seeks to establish:

Agenda Support Worksheet – Financial Transparency Policy Proposal

Prepared by: Councilman Tracy Ebersole

Date: 7/31/2025

Agenda Title: Improving Financial Transparency and Oversight in Departmental Spending

Based on the Proposal, What Outcome(s) Do You Support?

(Check all that apply)

- A monthly, quarterly, and yearly written report from each department
- Required itemized receipts for expenses over \$50
- Full documentation of all city credit card (p-card) transactions
- Department strategy plans (6-month, 1-year, 3-year, and 5-year)
- Contingency plans to help the council respond quickly during emergencies
- Take action to evaluate and restructure the leadership of the Accounting Department to ensure transparency, independence, and ethical financial oversight, including potential personnel changes if warranted.

Optional: What concerns or suggestions do you have regarding this proposal?

(Use the space below or the back of this page)

How prepared do you feel to make financial decisions at short notice (e.g., emergency spending, equipment failure, crime control etc....)?

- Fully prepared
 - Somewhat prepared
 - Not prepared
 - I need more information from departments before I can decide
-

Justification:

While the City Administrator is tasked with managing daily operations, the **City Council holds the fiduciary and legislative responsibility** for approving and overseeing the city's multi-million-dollar budget. It is not the role of council members to administer departments, but it is absolutely our duty to ensure public funds are spent with **transparency, purpose, and accountability**.

As elected officials, we are not seated to passively approve large budgets without clear reporting or documentation. We are here to **ask questions**, establish policy, and ensure our residents' tax dollars are protected and wisely used.

This proposal reaffirms council's role in governance and stewardship while giving department leaders a framework for consistent and responsible reporting.

Proposed Action:

Council discussion and potential adoption of a policy or directive establishing minimum documentation and reporting requirements for departmental expenditures, including:

- Itemized receipts for any purchase of **\$50 or more**.
 - Full documentation for **all city credit card (p-card)** purchases.
 - **Monthly, quarterly, and yearly written reports** from each department.
 - Submission of a **6-month, 1-year, 3-year, and 5-year strategic plan** per department.
-