



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Chase Winburn, Human Resources Director

Council Meeting Date: 18 November, 2025

Agenda Item Wording: **Approval of the position of Finance Manager and its job description.**

Agenda Item Requestor: Mayor Bill Foulds, Jr.

Summary/Background: This position is needed to provide hands-on management and support for the City's Finance Department staff and daily operations. As the City grows and financial responsibilities expand, stronger oversight is needed to keep financial processes accurate, compliant, and efficient. The position will oversee the City's financial activities, including accounting, budgeting, purchasing, invoicing, debt management, and financial reporting. It will also guide City leadership on financial matters, help ensure compliance with state and local requirements, and promote transparency in how public funds are managed.

**Commission
Recommendations:**

**Recommended
Council Actions:** Recommended approval

Attachments: Finance Manager Job Description

Next Steps/Schedule: Send to City Secretary for execution