

Bastrop, Texas Finance Director Profile

Welcome to Bastrop, Texas - an authentic Texas town with a fresh approach to life. A genuine destination where all-inclusive means everyone's invited. From the moment you cross our iconic Old Iron Bridge and step foot on our [historic downtown](#) streets, you'll feel welcomed - welcome to it all! It all starts with a stroll down Main Street, followed by an epic [outdoor adventure](#), then mix in some live music at one of two breweries or moonshine distillery, and top it off with a mouthwatering meal at one of our many destination restaurants. And that's just the half of it. We welcome you to make yourself at home, create your next story, and enjoy our special brand of Texas hospitality.



COMMUNITY:

The city of Bastrop, the county seat of Bastrop County, is strategically and centrally located at the crossroads of State Highway 71, SH 95, and SH 21 in close proximity to three major metropolitan areas of Texas. Austin is 30 miles west, Houston is two hours southeast, and San Antonio is just one-and-a-half hours south. And with the Austin-Bergstrom International Airport (ABIA) less than 30 minutes away, Bastrop is in a premier position for cultural and economic development.

Bastrop's historical roots run deep. The number of buildings listed in the National Register of Historic Places earned Bastrop the title "Most Historic Small Town in Texas." A rich harvest of classic Texas folklore and architecture exists today. Originally, the site served as a meeting ground for the Tonkawa and other Southwestern Indians before providing a vital Colorado River crossing on the El Camino Real de los Tejas (The King's Highway) which was the crucial path of commerce between the United States and Mexico at the time.

The city of Bastrop is among the oldest towns in Texas. First settled in 1804 and officially established on June 8, 1832, Bastrop founder Stephen F. Austin named the city for his longtime friend and collaborator, Felipe Enrique Neri, the Baron de Bastrop. The town played an integral part in the Texas Revolution with three Bastropians signing the Texas Declaration of Independence, and several losing their lives at the Alamo. The town was evacuated and destroyed during the ‘Runaway Scrape’, when the army of Mexican dictator, Santa Anna, swept through Bastrop.

Nestled on the tranquil banks of the Colorado River, Bastrop’s extensive river frontage creates abundant recreational opportunities, perfect for kayaking and canoeing. The El Camino Real Paddling Trail is about six miles long and runs from Fisherman’s Park to a take-out point near Tahitian Village. Kayaks, canoes, and paddle boards can be rented right in the City park. The Colorado River is host to several events throughout the year, including the Colorado River 100 and the SUP El Camino Real.

One of the State’s most beautiful parks, Bastrop State Park, is set among the “Lost Pines” and is great for camping, fishing, biking, hiking, and wildlife viewing. The Park has RV and primitive camping sites and is home to a cluster of rental cabins, built by the Civilian Conservation Corps during the Great Depression and recognized by the U. S. Department of the Interior for their tremendous architectural significance. Canoes and barbeque pits can also be rented. The State Park operates the historic swimming pool, open from May through September.

There are three golf courses in the Bastrop area: ColoVista Golf Club, Pine Forest Golf Club, and the Wolfdancer Golf Club at the Hyatt Lost Pines Resort & Spa. McKinney Roughs Nature Preserve and the Cotton Bowl Speedway are all in the Bastrop area. Circuit of the Americas, a world-class motorsport and entertainment facility that hosts racing, action sports, and music, is only a 20-minute drive from Bastrop. The Lower Colorado River Authority (LCRA) owns Lake Bastrop, perfect for swimming, fishing, and boating. In the two sections of the lake park, North Shore and South Shore, cabins, tent, and RV camping sites are available. Bastrop’s proximity to Austin makes it easy to take advantage of the abundant recreational and leisure activities offered there, including Formula 1 racing, Austin City Limits, and SXSW.

The Bastrop Independent School District is a fast-growth school district with 15 schools and more than 12,000 students, encompassing 433 square miles throughout Bastrop, Cedar Creek, Dale, Paige, Red Rock, and Rockne. BISD is the largest employer in the county with nearly 1,400 employees. Voters approved a \$184 million bond in May 2021 that will add two new elementary schools and make significant improvements to other schools.

Bastrop ISD has an “A” rating in College, Career and Military Readiness and a “B” rating in overall Academic Performance. The district boasts an award-winning Early College High School–Colorado River Collegiate Academy—that is a four-time U.S. News & World Report honoree, an honors program that begins in the fifth grade, Advanced Placement and dual credit options for secondary students, and diverse career pathways and certification programs including health science, automotive technology, and advanced manufacturing. The district has received a Superior FIRST Financial Rating for 18 consecutive years. To learn more about Bastrop ISD, please visit www.bisdtx.org. Private schools in the area include Calvary Episcopal School, Lost Pines Renaissance, Cornerstone Christian Academy, Classical Founders Academy, and Bastrop Montessori. Higher education is available to residents through several institutions including Austin Community College (Austin, Round Rock, and

Elgin Campuses), The University of Texas-Austin, St. Edward's University, Concordia University, and Huston-Tillotson University in Austin and Texas State University in San Marcos. In addition, Bastrop is home to the Art Institute of Austin, which provides a quality, collaborative academic environment for individuals seeking creative careers through higher education.

Medical facilities available to residents include Ascension Seton Hospital, a 40,000 square foot medical facility containing an emergency room, imaging services, eight (8) inpatient beds, 12 treatment rooms, and medical office space for primary and specialty care services; St. David's Emergency Center; Lone Star Circle of Care; Lost Pines Center for Cancer Care; Seton-Smithville Regional Hospital; and Urgent Care.

Today, this dynamic city is growing. Bastrop proudly preserves its historic past while embracing the challenges of modern-day growth and economic needs. The 2020 census showed the City of Bastrop's population increased 34.2% from the previous census in 2010. The City has grown an additional 15.4% since 2020 with 2022 population estimates at 11,189.

Recognizing that travel and tourism are one of the fastest-growing economic sectors globally, in 2017 the City created Visit Bastrop, a destination marketing organization, to capture some of that business by formulating campaigns to attract conventions, meetings, and events. Visit Bastrop works closely with the Bastrop Exhibit and Convention Center and Hyatt's award-winning Lost Pines Resort toward this goal.

CITY:

The City of Bastrop produces a Quarterly Report to inform City Council, citizens, stakeholders, and anyone interested about the activities of the organization. Each digital Quarterly Report is structured around the Council's Focus Areas, Capital Projects, and Management Projects. These reports are available on the City website and when requested, are presented publicly during City Council meetings.

Major current capital improvements include the completion of a 2 million gallon per day wastewater treatment plan, finishing the design and beginning construction of a water treatment facility, and new major roadways that will serve the areas significant growth. Also underway is a Comprehensive Plan Five Year Update/Future Land Use Plan, a Drainage Master Plan, and a Parks and Recreation Master Plan. The city is discussing a future hotel on city property adjacent to the Convention Center, pursuing grant funding to replace the historic Old Iron Bridge.

The City of Bastrop Finance Department is proud to be award winning.

Finance Department Awards:

From the Government Finance Officers' Association

- Distinguished Budget Presentation Award – FY beginning 10/01/2022; FY beginning 10/01/2021; FY beginning 10/01/2020; FY beginning 10/01/2019; FY beginning 10/01/2018
- Certificate of Achievement for Excellence in Financial Reporting – 2021, 2020, 2019, 2017, 2016, 2015, 2014, 2013, 2012

GOVERNANCE & ORGANIZATION

The City of Bastrop operates under a Home Rule Charter adopted by the citizens in 2001 and last amended in 2016 and 2019, which establishes a Council/Manager form of government. The City is governed by a City Council composed of a Mayor and five Council Members elected at large. The Mayor and Council Members serve three (3) year terms and are limited to six (6) consecutive years. The City Council appoints the City Manager, Municipal Court Judge, and City Attorney.

The City of Bastrop has an annual budget of over \$121 million and 170+ employees. The City's ad valorem tax rate is \$0.5128 per \$100 of assessed valuation. \$121 million of that is carry over Capital Improvement Projects that are expected to continue for several more years.

VISION:

"The Vision of the City of Bastrop is to be a welcoming community with a compassion for our diversity, a tapestry of people, arts, and structures; preserving our history and character while embracing progress around our unique environment."

MISSION:

"The Mission of the City of Bastrop is to continuously strive to provide innovative and proactive services that enhance our authentic way of life to achieve our vision."

The City Council of Bastrop has made a major commitment to preparing the City for anticipated growth through the adoption of its Comprehensive Plan and clear policy direction through the adoption of Focus Areas. The Comprehensive Plan outlines a strategic blueprint for addressing the physical and economic needs of the community. It provides a framework for a managed growth approach to development, while protecting the historic character and natural features unique to Bastrop. The Comprehensive Plan, Five Year Update, and Future Land Use Plan Update was completed in Spring of 2023.

The Focus Areas identify policy priorities for the next five years and provide guidance for the City Manager in fiscal forecasting, budget development, and policy implementation. The Focus Areas are reviewed annually by the City Council. Currently, the nine Focus Areas are:

Communication- Support and enhance open 2-way communication between the City and its residents and businesses.

Community Safety- Keep citizens, businesses, and visitors safe.

Economic Vitality- Create sustainability by leveraging tourism, infrastructure renewal and investment; enhancing public/private partnerships; efficient planning and development processes; and fostering an inclusive and diverse environment that encourages entrepreneurial ventures.

Fiscal Responsibility- Prepare and manage budget, fiduciary responsibility.

Manage Growth- Plan for and manage growth, development, and redevelopment to maintain Bastrop's unique feel and character.

Multi-Modal Mobility- Improved mobility for all modes of transportation; manage traffic congestion.

Organized Excellence- Organize governance; progressive operational policies and procedures; employee and citizen volunteer recognition.

Uniquely Bastrop- Maintain and enhance our historic community feel by leveraging the unique combination of community, parks, cultural and recreational assets that make Bastrop a special place to live and work.

Unique Environment- Continue beautification of natural areas, green spaces, and the river.

The City Council is very committed to these focus areas which have been designated to help prepare the City for the anticipated growth and will be seeking a Finance Director who is able to learn the community and assist in the management of this effort

THE POSITION:

The Finance Director oversees the operations of an organization with a Fiscal 2022-2023 General Fund Operating Budget of **\$19 million**. The Hotel-Motel Tax Fund, which accounts for revenues generated by the hotel occupancy tax, has approximately **\$4 million** in annual revenues which meets the designated expenditures plus debt payments on the Convention Center and related facilities. The City has **170** full time employees, organized into several departments: General Government including Organizational, City Manager, City Secretary, Finance, Human Resource, Information Technology, Public Works and Building Maintenance; Public Safety including Police, Fire and Court; Development Services including Planning, Engineering/Building Inspection and Building Inspection; Community Services; Bastrop Power & Light; Water; and Wastewater; Community Engagement services including Communications, Special Events, Main Street, Community Impact, Recreation, and Library. Aqua Water Supply Corporation supplies drinking water to the unincorporated areas around Bastrop and the City has an agreement with Aqua for reciprocal emergency connections. Solid waste collection and disposal is provided by a contractor. the City has adopted a ½ cent Type B economic development sales tax.

The City of Bastrop is in a very strong financial position, with a bond rating for GO Bonds at “**AA**”. The bond rating for Revenue bonds is “**AA-** “. For the past **ten** years the City has prepared a Comprehensive Annual Financial Report (CAFR) meeting Governmental Accounting Standards Board (GASB) requirement. The City has also received the Distinguished Budget Award from GFOA and a Transparency Star from the Texas State Comptroller.

Bastrop is an active partner with Elgin and Smithville in the BEST (Bastrop, Elgin, Smithville, Texas) regional chambers of commerce organization.

Position Summary:

This position is responsible for leading Finance personnel, providing administrative direction and coordination for the fiscal and administrative activities of the City, including finance and budget administration, accounting, billing and collection, cash management, debt management, purchasing, and investment policy. Under the direction of City Manager and in accord with the City of Bastrop's organizational values, goals and leadership philosophy, the Finance Director is responsible for the leadership and management of all financial operations of the City, including planning, organizing, and controlling financial resources, and expenditure processes. This function is conducted in coordination/collaboration with the senior leadership team. To be successful, candidates must possess a collaborative spirit and appreciate diversity in all aspects, with the ability to weave their tools within the City to maintain fiduciary responsibility.

Responsibilities and Requirements

- Provides premier customer service to citizens, internal and external customers by responding to requests in a positive, timely, effective, and professional manner.
- Provides administrative direction and coordination for the fiscal and administrative activities of the City, including finance and budget administration, accounting, billing and collection, cash management, debt management, purchasing, and investment policy.
- Develops and implements strategic plan, policies and procedures and internal controls to support current and future financial needs to the organization.
- Serves as Staff Liaison to the Fairview Cemetery Advisory Board and the Hunter's Crossing Local Government Corporation.
- Manages all insurance coverage including property, liability, and worker's comp, Processes insurance claims for property and liability.
- Coordinates the preparation of annual budget and monitors throughout the year.
- Coordinates annual audit report to the City Manager and City Council.
- Coordinates with tax assessment and collection agencies.
- Develops financial policies and procedures for the City.
- Advises and makes recommendations on all fiscal policy.
- Monitors the City's financial condition and financial activities to ensure compliance with policies and procedures, state and federal statutes, City Charter, and bond covenants.
- Establishes department goals and objectives, and initiates development of new programs and services.
- Performs special studies and research as requested by the City Manager's Office and makes recommendations on changes and improvements to City practices and procedures that improve operational efficiency and effectiveness.
- Works positively and cooperatively to provide assistance to other departments as needed.
- Adheres to the City's Code of Ethics.

- Attends meetings and conducts projects and research as requested by the City Manager's Office.

Personal Qualities:

In discussing their desired qualities for the next Finance Director, the City Manager and staff indicate an interest in a person with strong leadership and interpersonal skills who can assist the City Manager in maintaining the quality services the City's residents have grown accustomed to, as well as preparing the City for the anticipated growth in the area. He or she should have the ability to build coalitions to accomplish the vision of the City Council, taking care to encourage a consensus that is derived by consideration of all input. The next Finance Director should also have the following additional knowledge, skills, or abilities:

Knowledge, Skills, and Abilities:

- Considerable knowledge of budgetary, governmental accounting and reporting systems, Local Government Code Chapter 102, GAAFR, GAAP, Truth in Taxation, GASB regulations, and experience with producing a ACFR.
- A proven record as a team player who applies ethics that reflect honesty and integrity in all relationships to establish an example to staff and citizens.
- Strong experience in debt management and various capital project financing techniques including impact fees and designated sales taxes.
- A track record of successfully managing a municipal investment program.
- Outstanding personnel management and leadership skills, including the ability to relate to a broad range of people both inside the organization and community.
- Demonstrated commitment to staff development and involvement with the intentional focus on developing future leadership for the Department. Includes the ability to select, organize and motivate a top-notch staff.
- Exceptional aptitude to anticipate problems, identify alternative courses of action, prepare pro-active recommendations; present, defend and support those recommendations before the City Manager, City Council, advisory groups, or citizens.
- Highly collaborative spirit, effectively working with and engaging other departments within the organization.
- Visionary with a track record of innovation, resourcefulness, and influential leadership within the organization, community, and interfacing entities.
- Processes banking requirements i.e., wire transfers, investments, transfer of funds, problem solving, security requirements.
- Participate with Emergency Management when the needs arrive with the duties assigned.

The City Manager is seeking candidates who would see the City of Bastrop Finance Director position as a great long-term career opportunity and the city as an exceptional place to live, someone who would look forward to becoming an active member of the community.

Education & Experience:

Successful candidates for the position of Finance Director will possess, at a minimum, the following qualifications:

- Bachelor's degree in finance, Accounting, or a related field; Master's degree preferred in Management of Public Administration.
- Thorough knowledge of general management principles, and principles, methods, and practices of municipal finance as well as the ability to plan, direct and coordinate the diversified work activities of several divisions.
- At least seven years of related experience required.
- Certified Public Accountant and/or Certified Government Finance Officer preferred.
- Possession of a valid Class C Texas Driver License with a satisfactory driving record.

Compensation & Benefits

The salary range for this position is up to \$139,951 annually, depending on the experience and qualifications of the successful candidate. The following package is also offered.

- Medical insurance and benefits are provided at zero premium cost to the employee
- 50% dependent health benefits premium contribution
- 14 paid holidays per year (13 named holidays & 1 floating holiday)
- The retirement plan will include a 7% contribution of an employee's gross salary to the Texas Municipal Retirement System (TMRS) with a City contribution match of 2 to 1 (14%) at retirement effective January 1.
- Retirement eligibility requires 5 years of services at age 60 or 25 years of service at any age.
- Employees also have an additional retirement fund option to participate in a 457 plan.
- Basic Life Insurance policy \$150,000 paid by the City.
- Vacation Leave
- 8 hours of Sick Leave per month

For more information on City benefits please contact Tanya Cantrell, Human Resources Director, at 512-332-8812 or tcantrell@cityofbastrop.org.

To Apply:

To be considered for this position apply online at www.governmentjobs.com/careers/Bastrop

Please attach a resume and letter of interest. In your letter of interest, please include your current position title and highlights of your accomplishments in your current position.

Applicants

Applicants for this position selected as finalists will be subject to a background review prior to interview. Under the Texas Public Information Act, information from your resume may be subject to release to the public.