

The La Vernia City Council held a Workshop on May 22, 2013 at 6:30 p.m. at City Hall, La Vernia, Texas.

**Item No. 1. Call to Order** Mayor Robert Gregory called the meeting to order at 6:30 p.m. Council members present were Marie Gerlich, Randy Leonard, Jennifer Moczygemba, and John Richter. City Secretary-Treasurer Angela Cantu and Police Chief Bruce Ritchey were also present.

**Item No. 2.A. Discussion** Police Chief Ritchey explained to Council some of the upcoming staffing needs for his department which would give the City two officer coverage for 21 hours a day. Mayor Gregory explained that when Jason Mills was promoted to Public Works Director the hiring committee stated if a need arose to hire someone to help with paperwork that position should be filled. He also explained that the front office sees a lot of traffic throughout the month, more than he would have thought and not just during bill pay. When considering the Public Works Department's need for help with paperwork and the amount of traffic that comes through the office especially when the Municipal Court/Utility Billing Clerk is out there is a need for additional clerical help. He stated that we have advertised for a part time landscaper however there has been no response. Councilwoman Gerlich asked if there has been any more consideration to the thought of contracting out the mowing. Mayor Gregory stated that he asked Public Works Director Mills to put a comprehensive list together of everything his department mows. Councilman Leonard stated that if we have someone contracted out to mow the park only it should only cost about \$8,000 for 52 weeks of mowing and it should not cost more than \$25,000 to have the whole City mowed. He stated that we need to write up a bid spec and go out for proposals. Councilwoman Gerlich asked how Public Works Director Mills job performance has been and Mayor Gregory stated that he is doing good so far. He explained that the Department is on top of issues and a couple of the goals that have been set have been accomplished. Councilman Leonard stated that he feels we need a full time person and not a part time person to help where needed. Councilwoman Gerlich stated that she is a strong supporter of a City Administrator and Mayor Gregory stated that he has a hard time spending the money on a City Administrator to manage six people. Councilman Leonard stated that he thought that no additional help would be needed if we upgraded the City's software system and Mayor Gregory explained that while the upgrade has helped we will still need additional help for next year. Councilwoman Gerlich stated that we are going to need additional clerical staff due to the increase in the traffic and business in the City. Councilwoman Moczygemba stated that she felt that we need to get someone right away and feels that what we need would not utilize the complete skill set of a City Administrator. Councilman Leonard stated he is in favor of a City Administrator and that we need to have one boss. Councilwoman Gerlich stated that she too is in favor of a City Administrator but understands that we need a part-time clerical person now. Councilman Leonard stated that his fear is if we hire a clerical person then the City Administrator would get pushed back. Councilwoman Gerlich asked if we are able to do both and Mayor Gregory stated that we may be able to. Councilwoman Moczygemba stated that she feels that a clerical person is more necessary right now and we should fill that position as soon as we can. Mayor Gregory asked what the consensus is about how to proceed with this issue and all agreed to look into filling a clerical position now and look at a City Administrator at budget cycle.

**Item No. 3. Adjourn** With no further business the meeting was adjourned at 7:52 p.m.

  
Angela Cantu, City Secretary-Treasurer



  
Robert Gregory, Mayor