

**EXECUTIVE SESSION**

Mayor Armstrong announced that Council would recess into Executive Session at 4:45 p.m., in accordance with:

Texas Government Code §551.074 and §551.071, with regard to personnel matters to deliberate and to conduct the annual evaluation of City Manager Windwehen. Scarlet Swoboda and Thomas A. Gwosdz.

The Council reconvened in regular session at 5:46 p.m. and considered the following:

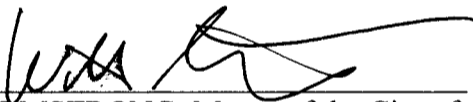
Mayor Armstrong announced that City Manager Windwehen rendered his retirement plan to the Council to be effective February 28, 2011. Mayor Armstrong expressed respect and admiration for his 36 years of service. Mayor Armstrong then announced that he had appointed Cm. Halepaska to give a report at the next meeting regarding options for searching for a new City Manager.


Cm. Halepaska asked Cm. Rangel and Cm. Hagan to serve on a committee that would then come back with recommendations of what the Council might look at.

Cm. Truman moved to accept the letter including the retirement plan of City Manager, Charles E. Windwehen as presented, with Cm. Polasek seconding the motion. The motion passed by the following vote:

AYES: Council Members Rangel, Soliz, Polasek, Hagan, Truman, Halepaska, and Mayor Armstrong  
NAYS: None

There being no further business, the meeting was adjourned at 5:52 p.m.

APPROVED:   
WILL ARMSTRONG, Mayor of the City of  
Victoria, Texas

ATTEST:   
SCARLET SWOBODA, City Secretary

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**VICTORIA CITY COUNCIL  
June 29, 2010**

**CALL TO ORDER**

A special meeting of the Victoria City Council was called to order by Mayor Will Armstrong at 5:00 p.m. Tuesday, June 29, 2010 in the Council Chambers, 107 W. Juan Linn, Victoria, Texas. The pledge of allegiance was said, and all citizens were welcomed.

**MEMBERS PRESENT**

Will Armstrong, Mayor  
Paul Polasek, Mayor Pro-Tem  
Denise Rangel  
Gabriel Soliz  
David Hagan  
Joe Truman  
Tom Halepaska

**STAFF PRESENT**

Charles E. Windwehen, City Manager  
Charmelle Garrett, Deputy City Manager  
Thomas A. Gwosdz, City Attorney  
Linda Champion, Assistant City Attorney  
Gilbert P. Reyna, Jr., Director, Finance  
Lynn Short, Director, Public Works  
John Kaminski, Director, Development Services

**CITY COUNCIL MINUTES**  
**June 29, 2010**

Vance Riley, Fire Chief  
Doug Cochran, Director, Parks and Recreation  
Dayna Williams-Capone, Director, Library  
Danette Respondek, Director, Human Resources  
Rick Henrichs, Director, Information Technology  
O. C. Garza, Public Information Officer  
Scarlet Swoboda, City Secretary

**ITEMS FROM COUNCIL**

Cm. Truman asked whether the figures in the budget were based on current appraised values. The Finance Director advised that he used an assumption of 1 percent increase to be conservative, but he would have the certified tax roll in the middle of July with the valid numbers.

**CITIZENS COMMUNICATION**

No one wished to address Council.

**CITY MANAGER REPORTS**

- **Report on July 4<sup>th</sup> fireworks** – Parks and Recreation Director, Doug Cochran reported that the display would be held at the Victoria Mall this year, and a map was handed out of the layout. Hartman Distributing fully funds the entertainment and miscellaneous facilities for the show, and donated \$11,000 towards the fireworks show, with the City picking up the remaining portion of \$14,000. Police Officers would manually control the intersections to ease the flow of traffic. The Mall would close at 6:00 p.m. that day and security would be at the theatre to allow access to that facility, because it would be open. Cm. Truman suggested looking at an off-site shuttle from the community center.

**RESOLUTION 2010-103R – UHV LICENSE AGREEMENT**

The resolution authorizes a License Agreement with the University of Houston-Victoria (UHV) to allow UHV to install fiber-optic cable in City right-of-way, to include portions of Red River Street, Ben Wilson Street and Houston Highway. Rick Henrichs.

Cm. Polasek moved that the resolution be adopted, with Cm. Halepaska seconding the motion. The resolution was adopted by the following vote:

AYES: Council Members Rangel, Soliz, Polasek, Hagan, Truman, Halepaska, and Mayor Armstrong

NAYS: None

Deputy City Manager, Charmelle Garrett introduced the new Human Resources Director, Cheryl Marthiljohni to the Council.

**WORK SESSION**

**Discuss the Proposed FY 2010-2011 Budget, including Downtown Main Street funding request.** City Manager and Departmental Staff.

City Manager, Charles Windwehen handed out a suggested list of topics for discussion. He asked that Council give staff direction on whether to include any of the items in the proposed General Fund budget, and asked for guidance on what tax rate to assume in order to develop the budget.

- **Splash Pad** – Build in FY 2010-2011 and pay for other expenses of approximately \$55,000 a year in FY 2011-2012. There may have to be a trade off in funding other programs in the Parks Department if sales tax revenues did not increase. There was Council consensus to include in the proposed budget.

- Police Cars – Five new and two refurbished Crown Victoria patrol cars. There was Council consensus to include in the proposed budget.
- Main Street Program Funding – Staff suggested using hotel/motel tax funds to fund the City’s portion. Some accumulated hotel/motel tax funds may be available in the community center fund, which could be used if the sales tax does not grow significantly. Because of possible conflicts, the Victoria Sales Tax Development Corporation (VSTDC) probably could not to be used for funding the program. There was Council consensus to include the program in the proposed budget using the hotel/motel tax, and allow the committee to make the decision on what organization would head it up.
- Debt Issuances – There will be a refinancing bond in July, a utility revenue bond in August for some of the Downtown Utility Projects and Sam Houston Project, and the TxDOT overpasses bond. In addition, in 2012 there will be a revenue bond for the new wastewater treatment plant.
- Other Council Discussion – Staff was commended for coming up with the cuts being proposed, suggesting that they were appropriate and fair across the board. Cm. Soliz asked that the sales tax revenue be looked at in January or February, and if there are revenues there to allow for some form of a pay raise for employees. Cm. Halepaska commented that maintenance was not optional, and deferring too long will cause more problems and be more costly in the future. Cm. Polasek commented that he would be in favor of using reserve balance to purchase a nonrecurring item if needed.
- Tax Rate – There was Council consensus to develop the budget using a \$0.645 rate.
- Readings on Tax Rate – There was Council consensus to plan on three readings in order to set up the calendar.

City Manager Windwehen announced that there would be a regular meeting along with a work session on July 6, 2010 and a work session on July 20, 2010 to discuss the methane gas and solid waste budget. Cm. Halepaska advised that he would not be able to attend the meeting on July 6, 2010.

**Discussion and Potential Action Regarding Hiring Procedures and Candidates for a new City Manager.** Tom Halepaska.

Cm. Halepaska reported that Cm. Rangel and Cm. Hagan served on the committee. They presented the following three options:

1. Hire an independent search firm at a cost of approximately \$25,000 to \$30,000 taking four to seven months to complete.
2. Use a Council Committee to do the search, which takes a lot of work on the part of the committee, but saves taxpayer dollars. Criteria would be set for what the Council was looking for. The criteria developed for the current City Manager was still current.
3. Promotion of an internal candidate.

The committee felt that the internal candidate exceeded the criteria and would be the best value for the City. It was the consensus of the Council to go along with their recommendation.

City Attorney Gwosdz recommended an employment contract to whomever the Council decided to hire.

**EXECUTIVE SESSION**

Mayor Armstrong announced that Council would recess into Executive Session at 6:03 p.m., in accordance with:

Texas Government Code § 551.074 and § 551.071, with regard to personnel matters (including but not limited to, potential candidates for City Manager). Thomas A. Gwosdz.

CITY COUNCIL MINUTES  
June 29, 2010

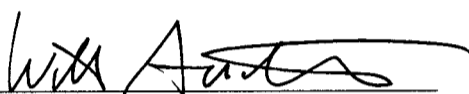
The Council reconvened in regular session at 6:37 p.m. and considered the following:


Cm. Halepaska advised that the Committee recommended offering the position of City Manager to Charmelle Garrett. The Council authorized the City Attorney to go forward with contract negotiations with Ms. Garrett, and that contract would be brought back for Council approval at a later meeting.

Cm. Truman moved to accept the Committee's recommendation, with Cm. Soliz seconding the motion. The motion was approved by the following vote:

- AYES: Council Members Rangel, Soliz, Polasek, Hagan, Truman, Halepaska, and Mayor Armstrong
- NAYS: None

There being no further business, the meeting was adjourned at 6:39 p.m.

APPROVED:   
 WILL ARMSTRONG, Mayor of the City of  
 Victoria, Texas

ATTEST:   
 SCARLET SWOBODA, City Secretary

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VICTORIA CITY COUNCIL  
July 6, 2010

**CALL TO ORDER**

A regular meeting of the Victoria City Council was called to order by Mayor Will Armstrong at 5:00 p.m. Tuesday, July 6, 2010 in the Council Chambers, 107 W. Juan Linn, Victoria, Texas. The pledge of allegiance was said, and all citizens were welcomed.

**MEMBERS PRESENT**

- Will Armstrong, Mayor
- Paul Polasek, Mayor Pro-Tem
- Denise Rangel
- Gabriel Soliz
- David Hagan

**MEMBERS ABSENT**

- Joe Truman
- Tom Halepaska

**STAFF PRESENT**

- Charles E. Windwehen, City Manager
- Charmelle Garrett, Deputy City Manager
- Thomas A. Gwosdz, City Attorney
- Linda Champion, Assistant City Attorney
- Gilbert P. Reyna, Jr., Director, Finance
- Lynn Short, Director, Public Works
- John Kaminski, Director, Development Services
- Vance Riley, Fire Chief
- Doug Cochran, Director, Parks and Recreation
- Rick Henrichs, Director, Information Technology
- Jerry James, Director, Environmental Services
- O. C. Garza, Public Information Officer
- Jared Mayfield, Deputy Dir., Development Services
- Scarlet Swoboda, City Secretary