



NOTICE OF A PUBLIC MEETING  
TOWN OF RANCHO VIEJO  
BOARD OF ALDERMEN  
REGULAR MEETING  
SEPTEMBER 10, 2024  
6:00 P.M.

NOTICE is hereby given of a REGULAR MEETING of the BOARD OF ALDERMEN of the TOWN OF RANCHO VIEJO, TEXAS, to be held on SEPTEMBER 10, 2024, at 6:00 P.M., in the TOWN MUNICIPAL OFFICE, 3301 CARMEN AVENUE, RANCHO VIEJO, TEXAS to consider the following items:

1. Call to Order
2. Roll Call
3. Invocation and Pledge
4. Public Comment
5. Approval of Minutes – Regular Meeting August 13, 2024, Special Meeting August 26, 2024, Special Meeting September 3, 2024
6. Consideration/Adoption of Budget Ordinance for Fiscal Year October 1, 2024, to September 30, 2025
7. Consideration/Ratification of the Property Tax (Revenue) Increase Reflected in the Budget for Fiscal Year October 1, 2024, to September 30, 2025
8. Consideration/Adoption of Ordinance to Establish Ad Valorem Tax Rate to Provide for Budget Expenses for Fiscal Year 2024 – 2025
9. American Rescue Plan Act (ARPA) Multi-Use Facility Project Update – Rudy Gomez, GMS Architects, and Jason Martinez, GrantWorks
10. Consideration/Action on Contract Agreement Between the County of Cameron County, Texas, and the Town of Rancho Viejo, Texas, on ARPA Funds Grant to be used for the Multi-Use Facility Project
11. Consideration/Action on an Interlocal Agreement between Region 8 Education Service Center and the Town of Rancho Viejo to Provide Cooperative Purchasing Services through a Program Known as The Interlocal Purchasing System (TIPS) Program.
12. Consideration/Action on a Resolution to Participate in the Interlocal Purchasing System (TIPS) Program.
13. Consider/Action to approve the ARPA Memorandum of Understanding (MOU) obligating \$586,681.11 in American Rescue Plan Act (ARPA) funds for the Multi-Use Facility Project
14. Consideration/Action of Appointment of Members to the Beautification/Strategic Planning Committee
15. Consideration/Action to Cast Official Ballot for the Texas Municipal League (TML) Region 12 Director
16. Consideration/Approval to Designate the Town of Rancho Viejo Town Hall as a Poll Location on Election Day for General Elections to be held on November 5, 2024
17. Consideration/Approval to Advertise for Proposals for Auditor Services for September 30, 2024

18. July 2024 Financial Report - Town Administrator
19. Consideration/Action on Budget Amendments for 2023/2024
20. August 2024 Police Report - Police Chief
21. Executive Session: Pursuant to the Following Section of the Texas Government Code: Sections 551.071 and 551.074 To Consider the Reappointment, Employment, Evaluation, or Duties of the Town Administrator and to Consider a New Proposed Contract for The Town Administrator
22. Possible Action on Matters Discussed in Executive Session
23. Adjourn

*Fred Blanco*

Fred Blanco, Town Administrator

NOTE: Pursuant to Section 551.127, Texas Government Code, one or more Alderman may attend this meeting remotely using videoconferencing technology. The video and audio feed of the videoconferencing equipment can be viewed and heard by the public at the address posted above as the location of the meeting.



State of Texas  
County of Cameron  
Town of Rancho Viejo

I, the undersigned authority, do hereby certify that the above NOTICE OF REGULAR MEETING of the Board of Aldermen of the Town of Rancho Viejo, Texas is a true and correct copy of said NOTICE, which has been posted on the Window of the Town of Rancho Viejo Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas, a place convenient and readily accessible to the General Public, on September 6, 2024, at 5:00 P.M. and which will be continuously posted for a period of seventy-two (72) hours prior to the date and time said meeting was convened.

ATTEST: *Fred Blanco*

Fred Blanco, Town Administrator

# 1. Call to Order

by Mayor Guerrero

## 2. Roll Call

by Isabel Perales

Alderwoman Christi Burnias

Alderman Todd Day

Alderman Mark Johnson

Alderman Marcos Ricoy

Alderman Javier Vera

Legal Counsel, Daniel Rentfro, Jr.

Town Administrator, Fred Blanco

Police Chief, Robert Tyler.



### 3. Invocation and Pledge:

The pledge of allegiance to the United States Flag:

*"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."*

AND the pledge of allegiance to the Texas State Flag:

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

## 4. Public Comment

5. Approval of Minutes –  
Regular Meeting August 13, 2024,  
Special Meeting August 26, 2024,  
Special Meeting September 3, 2024

MINUTES OF A REGULAR MEETING  
TOWN OF RANCHO VIEJO  
BOARD OF ALDERMEN  
August 13, 2024

A REGULAR MEETING of the BOARD OF ALDERMEN of the TOWN OF RANCHO VIEJO, TEXAS, was held on August 13, 2024, at 6:00 P.M., in the Town Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas, to consider the following items.

1. CALL TO ORDER:

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The meeting was called to order by Mayor Pro Tem Marcos Ricoy at 6:10 P.M.

2. ROLL CALL

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Roll call was made by Isabel Perales, Executive Administrative Assistant.

Members present at the meeting were: Alderwoman Christi Burnias, Alderman Todd Day, Alderman Marcos Ricoy, Alderman Javier Vera.

*Alderman Mark Johnson joined via Teams Meetings at 6:35 P.M., Mayor Maribel Guerrero arrived at 6:37 P.M.*

A quorum was present at the meeting.

Legal counsel Daniel Rentfro, Jr. was present, Town Administrator Fred Blanco, and Police Lieutenant Arturo Huerta were also present at the meeting.

Those present in the audience were:

Derek Katznelson	Haydee Mooney	Bill Mooney	Roy Green
Jorge Cruz	Ulrich Weisse		

3. INVOCATION AND PLEDGE:

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Alderman Vera led the group in the invocation and pledge of allegiance to the American and Texas flags.

4. PUBLIC COMMENT:

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Mayor Pro Tem Ricoy opened the meeting for public comment. Roy Green stated that he likes that the Town is working with the Rancho Viejo Rotary Club, particularly for the CPR Training event that was held on August 3<sup>rd</sup>, he learned new things. Mr. Green also commended the Police Department and the Town Office Staff for their hard work. Jorge Cruz spoke about the basketball court project that the Town is working on right next to his home on Morelos Avenue, he is asking for privacy and protection for his home and family. He also commended the Police Department for patrolling, expressing that he likes the security in the area.

There were no more comments from the audience and motion was made by Alderwoman Burnias, seconded by Alderman Day, and unanimously carried, to close public comment.

5. APPROVAL OF MINUTES – REGULAR MEETING JUNE 11, 2024 & BOARD WORKSHOP JUNE 26, 2024:

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Motion was made by Alderman Vera, seconded by Alderwoman Burnias, and unanimously carried, to that the minutes of the Regular Meeting held on July 9, 2024, and the minutes of the Special Meeting



held on August 7, 2024, be approved as written.

6. CONSIDERATION/ACTION TO APPROVE THE ARPA MEMORANDUM OF UNDERSTANDING (MOU) OBLIGATING \$586,681.11 IN AMERICAN RESCUE PLAN ACT (ARPA) FUND FOR THE MULTI-USE FACILITY PROJECT, CONTINGENT UPON LEGAL REVIEW:

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Derek Katznelson from GrantWorks, LLC explained that this MOU is to help the Town obligate the ARPA funds before the deadline of December 31, 2024, in line with the Department of Treasury guidelines.

Legal Counsel Daniel Rentfro asked about the agreement with the 'parties' being the Town with their own staff – Administrator, Mayor and Board of Aldermen. Mr. Katznelson stated that this agreement was based on the Department of Treasury's guidelines to meet the deadline for obligating funds and that they have a very unconventional definition in their guidelines.

Motion was made by Alderman Day, seconded by Alderwoman Burnias, and unanimously carried, to table this item for the next meeting after further legal review.

7. COMPREHENSIVE PLAN UPDATE:

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Town Administrator Fred Blanco stated that Danielle Rojas with GrantWorks, LLC is set to come meet with the Board for more updates at the October 2024 Board meeting.

8. PRESENT/DISCUSS PROPOSED BUDGET FOR THE FISCAL YEAR OCTOBER 1, 2024, TO SEPTEMBER 30, 2025:

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Town Administrator, Fred Blanco presented the proposed budget for the fiscal year October 1, 2024, to September 30, 2025, as discussed at the last budget workshop. The Board acknowledged the receipt of the proposed budget, the next budget workshop is scheduled for August 28, 2024, at 6:00 P.M.

9. PROVIDE FOR PUBLIC NOTICE OF DATE, TIME, AND LOCATION OF PUBLIC HEARING ON PROPOSED BUDGET FOR FISCAL YEAR OCTOBER 1, 2024, TO SEPTEMBER 30, 2025:

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Mr. Blanco stated that the Public Hearing will be held on September 3, 2024, at 6:00 P.M. at the Town Municipal Office at 3301 Carmen Avenue, Rancho Viejo, Texas 78575.

Motion was made by Alderwoman Burnias, seconded by Alderman Day, and unanimously carried, to accept the date for the Public Hearing on the Proposed Budget for Fiscal Year October 1, 2024, to September 30, 2025.

10. DISCUSS PROPOSED AD VALOREM TAX RATE AND CONSIDERATION/ACTION ON PROPOSAL FOR TAX RATE:

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Motion to approve the proposed Ad Valorem Tax Rate not to exceed the rate at \$ 0.450000 per \$100 of assessed valuation was made by Alderman Day, seconded by Alderwoman Burnias, and carried as follows:  
FOR: Alderwoman Burnias, Alderman Day, Alderman Ricoy, and Alderman Vera

AGAINST: None

ABSENT: Alderman Johnson

11. CONSIDERATION/ACTION TO ACKNOWLEDGE RECEIPT OF SUBMISSION OF AD VALOREM PROPERTY TAX CALCULATIONS FOR THE 2024 LEVY:

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Motion was made by Alderman Vera, seconded by Alderman Day, and unanimously carried, to acknowledge receipt of submission of the Ad Valorem Property Tax calculations.

12. PROVIDE FOR PUBLIC NOTICE OF DATE, TIME, AND LOCATION OF PUBLIC HEARING FOR TAX RATE:

Mr. Blanco stated that a public hearing will be held on September 3, 2024, at 6:00 P.M. at the Town Municipal Office at 3301 Carmen Avenue, Rancho Viejo, Texas 78575. Motion was made by Alderman Day, seconded by Alderwoman Burnias, and unanimously carried, to accept the date, time, and location for the Public Hearing for the Tax Rate.

13. DISCUSSION ON DATE FOR BUDGET WORKSHOP:

The Board discussed and agreed to schedule the next budget workshop for August 28, 2024, at 6:00 P.M. Motion was made by Alderman Day, seconded by Alderwoman Burnias, and unanimously carried, to set August 28, 2024, as the date for the next budget workshop.

14. CONSIDERATION/APPROVAL TO DESIGNATE THE TOWN OF RANCHO VIEJO TOWN HALL AS AN EARLY VOTING SITE FOR GENERAL ELECTIONS TO BE HELD ON NOVEMBER 5, 2024:

Motion was made by Alderman Day, seconded by Alderman Vera, and unanimously carried, to designate the Town of Rancho Viejo Town Hall as an early voting site for the Cameron County General Elections to be held on November 5, 2024.

*Alderman Mark Johnson joined via Teams Meeting at 6:35 P.M.*

15. CONSIDERATION/ACTION TO DECLARE ONE 2017 FORD EXPLORER SURPLUS PROPERTY TO BE SOLD AND AUTHORIZE THE CHIEF OF POLICE/MAYOR TO ACCEPT THE HIGHEST OFFER:

Motion was made by Alderman Day, seconded by Alderwoman Burnias, and unanimously carried, to declare one 2017 Ford Explorer surplus property to be sold and authorize the Chief of Police/Mayor to accept the highest offer.

*Mayor Maribel Guerrero arrived at 6:37 P.M.*

16. JULY 2024 POLICE REPORT – POLICE CHIEF:

Police Lieutenant Arturo C. Huerta presented the July 2024 Police Report and went over the Chief's comments.

17. EXECUTIVE SESSION, AS AUTHORIZED BY SECTION 551.071(2) OF CHAPTER 551 OF THE GOVERNMENT CODE TO DISCUSS WITH ATTORNEYS MATTERS IN WHICH THE DUTY OF THE ATTORNEYS UNDER THE RULES OF PROFESSIONAL CONDUCT CLEARLY CONFLICT WITH CHAPTER 551. A. LEGAL ISSUES RELATED TO STREET MAINTENANCE; and

18. EXECUTIVE SESSION: PURSUANT TO THE FOLLOWING SECTION OF THE TEXAS GOVERNMENT CODE: SECTION 551.074 TO CONSIDER THE REAPPOINTMENT, EMPLOYMENT, EVALUATION, OR DUTIES OF THE TOWN ADMINISTRATOR:

Motion was made by Alderman Day, seconded by Alderman Vera, and unanimously carried, to go into Executive Session, AS AUTHORIZED BY SECTION 551.071(2) OF CHAPTER 551 OF THE GOVERNMENT CODE TO DISCUSS WITH ATTORNEYS MATTERS IN WHICH THE DUTY OF THE ATTORNEYS UNDER THE RULES OF PROFESSIONAL CONDUCT CLEARLY CONFLICT WITH CHAPTER 551. A. LEGAL ISSUES RELATED



TO STREET MAINTENANCE, and Executive Session: PURSUANT TO THE FOLLOWING SECTION OF THE TEXAS GOVERNMENT CODE: SECTION 551.074 TO CONSIDER THE REAPPOINTMENT, EVALUATION, OR DUTIES OF THE TOWN ADMINISTRATOR, at 6:39 P.M.

The meeting was reconvened at 7:25 P.M.

19. POSSIBLE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION:

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Item# 17 – there was no action taken on this item.

Item# 18 - Motion was made by Alderman Ricoy, seconded by Alderman Day, and unanimously carried, to approve item #18 as discussed in Executive Session.

20. ADJOURN:

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Motion was made by Alderman Johnson, seconded by Alderman Ricoy, and unanimously carried, to adjourn the meeting at 7:26 P.M.

BY: \_\_\_\_\_  
Fred Blanco, Town Administrator

APPROVED: \_\_\_\_\_  
Maribel B. Guerrero, Mayor

DATE: \_\_\_\_\_

MINUTES OF A SPECIAL MEETING  
TOWN OF RANCHO VIEJO  
BOARD OF ALDERMEN  
AUGUST 26, 2024

A SPECIAL MEETING of the BOARD OF ALDERMEN of the TOWN OF RANCHO VIEJO, TEXAS, was held on, August 26, 2024, at 6:00 P.M., in the TOWN MUNICIPAL OFFICE, 3301 CARMEN AVENUE, RANCHO VIEJO, TEXAS to consider the following items:

1. CALL TO ORDER:

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The meeting was called to order by Mayor Maribel Guerrero at 6:00 PM.

2. ROLL CALL:

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Roll call was made by Fred Blanco, Town Administrator. Members present at the meeting were: Alderwoman Christi Burnias, Alderman Mark Johnson *via Teams*, and Alderman Marcos Ricoy.

Members absent: Alderman Todd Day and Alderman Javier Vera.

A quorum was present at the meeting.

Police Chief Robert R. Tyler was also present at the meeting.

Those present in the audience were:

Roy Green

3. WORKSHOP ON PROPOSED BUDGET FOR FISCAL YEAR OCTOBER 1, 2024, TO SEPTEMBER 30, 2025:

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Mayor Guerrero and the board went over the budget line items. The final approval of the budget is scheduled for the regular meeting, on Tuesday, September 10, 2024, at 6:00 P.M.

4. ADJOURN:

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The meeting was adjourned at 6:45 PM.

BY: \_\_\_\_\_  
Fred Blanco, Town Administrator

APPROVED: \_\_\_\_\_  
Maribel B. Guerrero, Mayor

DATE: \_\_\_\_\_



MINUTES OF A SPECIAL MEETING  
TOWN OF RANCHO VIEJO  
BOARD OF ALDERMEN  
SEPTEMBER 3, 2024

A SPECIAL MEETING of the BOARD OF ALDERMEN of the TOWN OF RANCHO VIEJO, TEXAS, was held on, September 3, 2024, at 6:00 P.M., in the TOWN MUNICIPAL OFFICE, 3301 CARMEN AVENUE, RANCHO VIEJO, TEXAS to consider the following items:

1. CALL TO ORDER:

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The meeting was called to order by Mayor Maribel Guerrero at 6:07 PM.

2. ROLL CALL:

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Roll call was made by Isabel Perales, Executive Administrative Assistant. Members present at the meeting were: Alderwoman Christi Burnias, Alderman Todd Day, Alderman Mark Johnson *via Teams Meetings*, Alderman Marcos Ricoy and Alderman Javier Vera.

A quorum was present at the meeting.

Legal Counsel Daniel Rentfro, Jr., Town Administrator Fred Blanco, and Police Chief Robert R. Tyler were also present at the meeting.

Those present in the audience were:  
Tita Teran

3. INVOCATION AND PLEDGE:

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Alderman Javier Vera led the group in the invocation and pledge of allegiance to the American and Texas flags.

4. PUBLIC HEARING ON PROPOSED BUDGET FOR FISCAL YEAR OCTOBER 1, 2024, TO SEPTEMBER 30, 2025:

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The public hearing was opened. There were no comments from the public.

After everyone was given an opportunity to speak on the matter, a motion was made by Alderman Vera, seconded by Alderman Ricoy, and unanimously carried, to close the public hearing.

5. POSSIBLE ACTION ON PROPOSED BUDGET FOR FISCAL YEAR OCTOBER 1, 2024, TO SEPTEMBER 30, 2025, INCLUDING BUT NOT LIMITED TO SETTING A DATE, TIME, AND PLACE OF MEETING FOR FINAL APPROVAL OF THE BUDGET:

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Motion was made by Alderman Day, seconded by Alderman Ricoy, and unanimously carried, that the meeting be set for September 10, 2024, at 6:00 PM, at the Town Hall for final approval of the budget.

6. PUBLIC HEARING ON PROPOSED AD VALOREM TAX REVENUE INCREASE:

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The public hearing was opened. There were no comments from the audience.

Motion was made by Alderman Vera, seconded by Alderman Ricoy, and unanimously carried, to close the public hearing on the proposed Ad Valorem Tax Revenue increase.

7. POSSIBLE ACTION ON PROPOSED AD VALOREM TAX RATE INCLUDING (A) ADOPTION OF A RESOLUTION SETTING AN AD VALOREM TAX RATE FOR FISCAL YEAR OCTOBER 1, 2024, TO SEPTEMBER 30, 2025, OR (B) SETTING A DATE, TIME AND PLACE OF MEETING TO VOTE ON THE AD VALOREM TAX RATE:

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Motion was made by Alderman Johnson, seconded by Alderman Day, and unanimously carried, to set the meeting date for September 10, 2024, at 6:00 PM, at the Town Hall to set the Ad Valorem Tax Rate.

8. ADJOURN:

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Motion was made by Alderman Johnson, seconded by Alderman Day, and unanimously carried to adjourn the meeting at 6:12 P.M.

BY: \_\_\_\_\_  
Fred Blanco, Town Administrator

APPROVED: \_\_\_\_\_  
Maribel B. Guerrero, Mayor

DATE: \_\_\_\_\_

# 6. Consideration/Adoption of Budget Ordinance for Fiscal Year October 1, 2024, to September 30, 2025

ORDINANCE NO.

AN ORDINANCE OF THE BOARD OF ALDERMEN APPROVING AND ADOPTING THE BUDGET FOR THE TOWN OF RANCHO VIEJO, TEXAS, AS PREPARED BY THE MAYOR FOR THE FISCAL YEAR 2024 - 2025

WHEREAS, the law requires the Mayor to submit a proposed financial budget for the ensuing fiscal year, and;

WHEREAS, the Mayor has timely filed a proposed financial budget for the fiscal year ending September 30, 2025, with the Town Administrator on August 7, 2024, which is 30 days in advance of adopting the tax rate for the tax year 2024.

WHEREAS, notice of a Public Hearing on the proposed financial budget for the fiscal year ending September 30, 2025, was published in the San Benito News on August 23, 2024.

WHEREAS, on September 3, 2024, at 6:00 P.M. the Board of Aldermen held the Public Hearing on the proposed financial budget for the fiscal year ending September 30, 2025, at the Town Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas.

WHEREAS, such proposed and estimated Budget, after due hearing and consideration, should be adopted:

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF RANCHO VIEJO, TEXAS:

That the Budget as prepared and submitted by the Mayor for various departments of the Town of Rancho Viejo for the fiscal year beginning October 1, 2024 and ending September 30, 2025, be and the same is hereby in all respects approved and adopted, and a true and correct copy of said budget being attached to this ordinance.

This ordinance shall become effective upon passage.

PASSED, ADOPTED, AND APPROVED this the 10<sup>th</sup> day of September 2024.

Maribel B. Guerrero, Mayor

ATTEST:

Fred Blanco, Town Administrator





## 2024-2025 BUDGET

This budget will raise more revenue from property taxes than last year's budget by \$107,075 or 6.649187%, and of that amount, \$6,838 is tax revenue to be raised from new property added to the roll this year.

	2025	2024
No New Revenue Rate	.424194	.362027
No New Revenue M&O Rate	.359510	.290767
Voter-Approval Tax Rate	.440632	.409001
Debt Rate	.068540	.070334
De Minimis Rate	.559060	.500026
Adopted Rate		.450000

Debt Obligations Secured By Property Tax (2024)	\$252,428
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## BOARD OF ALDERMEN VOTE

AYES:  
NAYS:  
ABSTAINING:  
NOT PRESENT:  
PRESENT AND NOT VOTING:

**PROPOSED 09/10/2024**  
**TOWN OF RANCHO VIEJO**  
**BUDGET**  
**2024-2025**

	PROPOSED BUDGET 2024-2025	APPROVED(2) BUDGET 2022-2023
<b>GENERAL FUND</b>		
<b>REVENUES:</b>		
1820.0000 Adm. Cost Recovered	15,000.00	15,000.00
1811.2015 Ad Val. Tax 2015	0.00	300.00
1811.2016 Ad Val. Tax 2016	500.00	500.00
1811.2017 Ad Val. Tax 2017	500.00	500.00
1811.2018 Ad Val. Tax 2018	500.00	500.00
1811.2019 Ad Val. Tax 2019	500.00	500.00
1811.2020 Ad Val. Tax 2020	600.00	1,500.00
1811.2021 Ad Val. Tax 2021	1,500.00	4,000.00
1811.2022 Ad Val. Tax 2022	3,500.00	15,000.00
1811.2023 Ad Val. Tax 2023	15,000.00	1,391,691.00 (1)
1811.2023 Ad Val. Tax 2023 - 2% allowance		(27,834.00) (1)
1811.2024 Ad Val. Tax 2024	1,460,425.00 (3)	
1811.2024 Ad Val. Tax 2024- 3.5% allowance	(51,115.00) (3)	
2090.0000 Discount on Taxes	(25,000.00)	(22,000.00)
1920.0000 P&I on Taxes	15,000.00	15,000.00
1830.0000 Alcohol & Beverage Tax	8,500.00	8,500.00
1840.0000 Building Permits	63,000.00	60,000.00
1850.0000 Citations & Fines	65,000.00	82,000.00
1851.0000 MC Tech Fund	1,200.00	1,200.00
2090.5000 State Costs & Fees	(26,000.00)	(27,000.00)
1870.0000 Franchise - Electrical	75,000.00	75,000.00
1880.0000 Franchise - Telephone	2,800.00	2,500.00
1890.0000 Franchise - Cable TV	45,000.00	49,000.00
1900.0000 Franchise - Gas	4,000.00	4,500.00
1905.0000 Franchise - Solid Waste	14,500.00	14,000.00
1910.0000 Interest from Investments	100,000.00	65,000.00
1921.0000 Lien Revenue	1,500.00	2,500.00
1930.0000 Sales Tax	170,000.00	165,000.00
1963.5000 Seasonal Improvements Donation	1,000.00	1,000.00
7000.0000 Operation Stone Garden grant	36,900.00	36,900.00
7001.0000 Local Border Star grant	15,000.00	10,000.00
7002.0000 STEP grant	15,074.00	
7003.0000 Lonestar grant	24,151.00	
9000.0012 PD Grants	1,100.00	1,100.00
<b>Total Revenues</b>	<b>\$2,054,635.00</b>	<b>\$1,945,857.00</b>

(1) BASED ON TAX RATE OF \$.379666 for M&O Tax Rate  
\$.070334 Debt Service Tax Rate  
for a TOTAL TAX RATE of \$.450000 per \$100.00 Taxable Value and 98% Collections  
RANCHO VIEJO'S TAXABLE VALUE FOR 2023/2024 IS \$366,556,523

(2) AS APPROVED AT 9/12/23 MEETING

(3) BASED ON TAX RATE OF \$.381460 for M&O Tax Rate  
\$.068540 Debt Service Tax Rate  
for a TOTAL TAX RATE of \$.450000 per \$100.00 Taxable Value and 96.5% Collections  
RANCHO VIEJO'S TAXABLE VALUE FOR 2024/2025 IS \$381,648,552

EXPENSES:	PROPOSED BUDGET 2024-2025	APPROVED(2) BUDGET 2023-2024
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**Administration:**

2100.0000 Travel-Admin.	6,000.00	6,000.00
2110.0000 Seminar & Edu. - Admin.	7,200.00	7,200.00
2150.0000 Salaries - Admin.	199,310.00	192,581.00
2155.0000 Longevity - Admin	615.00	555.00
2160.0000 Retirement - Admin.	20,100.00	14,500.00
2161.0000 S.S./Medicare - Admin.	18,200.00	18,000.00
2170.0000 Insurance Medical - Adm.	33,400.00	33,400.00
2171.0000 Medical Dependent	10,200.00	10,200.00
2180.0000 Insurance Life - Admin.	500.00	500.00
2190.0000 Ins. Workman's Comp	800.00	800.00
2200.0000 Part Time Labor - Admin.	35,000.00	35,000.00

<b>Total Administration:</b>	<b>\$331,325.00</b>	<b>\$318,736.00</b>
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**General:**

3140.0000 Telephone	3,600.00	3,500.00
3150.0000 Electricity Office	8,200.00	8,200.00
3160.0000 Insurance Liability	40,000.00	35,000.00
3170.0000 Legal Notices	3,200.00	3,000.00
3200.0000 Office Supplies	7,500.00	7,200.00
3220.0000 Postage	2,000.00	2,000.00
3230.0000 Dues & Publications	3,300.00	3,000.00
3240.0000 Appraisal & Tax Collection	40,400.00	34,000.00
3250.0000 Water	3,500.00	3,500.00
3260.0000 Election Costs	6,500.00	6,000.00
3270.0000 Building/Yard Maintenance	28,000.00	20,000.00
3280.0000 Cameron Co. Court Costs	600.00	600.00
3300.0000 Public Relations	2,000.00	2,000.00
3305.0000 Continuing Education	1,500.00	1,500.00
3310.0000 Town Events	6,000.00	5,600.00
3320.0000 Office Equip. Maint.	11,200.00	11,000.00
3323.0000 Comprehensive Planning	50,000.00	50,000.00
4220.0000 Municipal Court Supplies	6,200.00	6,000.00
1720.6730 Transfer Out to Debt Service	9,155.00	5,156.00

<b>Total General:</b>	<b>\$232,855.00</b>	<b>\$207,256.00</b>
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**General Service:**

5660.0000 Fire Protection Contract	30,000.00	30,000.00
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<b>Total General Service:</b>	<b>\$30,000.00</b>	<b>\$30,000.00</b>
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**Professional:**

5100.0000 Legal Fees	48,000.00	45,000.00
5200.0000 Audit Fees	15,000.00	9,900.00
5400.0000 Building Inspection	30,000.00	29,500.00
5500.0000 Municipal Judge	14,500.00	14,500.00

<b>Total Professional:</b>	<b>\$107,500.00</b>	<b>\$98,900.00</b>
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	PROPOSED BUDGET 2024-2025	APPROVED(2) BUDGET 2023-2024
<b>Police General:</b>		
4150.0000 Salaries- Police	482,100.00	464,315.00
4151.0000 Salaries- Police - O.P.S.G. grant	36,900.00	36,900.00
4152.0000 Salaries- Police - L.B.S. grant	15,000.00	10,000.00
4153.0000 Salaries- Police - STEP grant	15,074.00	
4154.0000 Salaries- Police - Lonestar grant	24,151.00	
4155.0000 Longevity - Police	2,365.00	2,185.00
4160.0000 Police Ret & Empl. Tax	43,500.00	36,200.00
4161.0000 Medicare & S.S.	33,000.00	32,000.00
4170.0000 Ins. Medical	67,000.00	67,000.00
4171.0000 Ins. Medical Dependent	17,500.00	17,500.00
4180.0000 Ins. Life	580.00	580.00
4190.0000 Ins. Workman's Comp	17,500.00	17,500.00
4210.0000 Police Supplies	6,000.00	6,000.00
4240.0000 Seminar & Education - PD	6,000.00	6,000.00
4250.0000 Auto Repairs	6,600.00	6,600.00
4260.0000 Auto Fuel	24,000.00	24,000.00
4291.6220 Hurricane Preparedness	5,000.00	5,000.00
4330.0000 Dispatch	4,100.00	4,100.00
4331.0000 Police Investigation	18,000.00	24,000.00
<b>Total Police General:</b>	<b>\$824,370.00</b>	<b>\$759,880.00</b>
<b>Public Works:</b>		
6300.0000 Signs & Safety Markers	3,500.00	3,500.00
6500.0000 Lighting Expenses	51,000.00	48,000.00
6600.0000 Lot Mowing	2,000.00	2,000.00
6640.0000 Common Area Maint.	68,500.00	76,100.00
6700.0000 Comm Area Water&Elec.	8,000.00	7,800.00
6660.0000 Beautification Project	10,000.00	5,000.00
6660.0002 Community Alert System	2,500.00	2,250.00
6660.0003 Animal Control	2,500.00	2,500.00
6660.0004 Security Device Reserve	750.00	750.00
6705.0001 Security Device Maint.	7,600.00	7,600.00
6710.0000 Mosquito Spraying	8,500.00	8,500.00
<b>Total Public Works:</b>	<b>\$164,850.00</b>	<b>\$164,000.00</b>
<b>Streets:</b>		
6000.0000 St. Rehab.	50,000.00	50,000.00
6100.0000 St. Rehab. Engineer	20,000.00	20,000.00
6200.0000 Street Reserve	75,000.00	75,000.00
<b>Total Street Expense:</b>	<b>\$145,000.00</b>	<b>\$145,000.00</b>
<b>Capital Outlay:</b>		
3210.0000 Office Equipment	5,000.00	59,180.00
4210.0000 Town Hall Improvements	65,000.00	21,000.00
5210.0000 Parks & Trails	100,000.00	
<b>Total Capital:</b>	<b>\$170,000.00</b>	<b>\$80,180.00</b>
<b>Total Operating Expense:</b>	<b>\$2,005,900.00</b>	<b>\$1,803,952.00</b>
<b>General Fund Net Excess/(Deficit):</b>	<b>\$48,735.00</b>	<b>\$141,905.00</b>



	PROPOSED BUDGET 2024-2025	APPROVED(2) BUDGET 2023-2024
<b>DEBT FUND</b>		
<b>REVENUES:</b>		
5811.2023 Ad Val. Debt Tax 2023		257,814.00 (1)
5811.2023 Ad Val. Debt Tax 2023 - 2% allowance		(5,156.00) (1)
5811.2024 Ad Val. Debt Tax 2024	261,582.00 (3)	
5811.2024 Ad Val. Tax 2024- 3.5% allowance	(9,155.00) (3)	
5811.8704 Discount on Debt Taxes	(6,000.00)	(3,000.00)
5811.8703 P&I on Debt Taxes	3,500.00	2,000.00
5720.8615 Transfer In - General Fund	9,155.00	5,156.00
<b>Total Debt Revenues</b>	<b>\$259,082.00</b>	<b>\$256,814.00</b>
<b>EXPENSES:</b>		
<b>Town Hall Debt Service Account:</b>		
5820.8715 Interest Payable	5,195.00	7,207.00
5820.8710 Scheduled Principal	50,000.00	50,000.00
<b>Total Town Hall Debt Service:</b>	<b>\$55,195.00</b>	<b>\$57,207.00</b>
<b>Streets Debt Service Account:</b>		
5820.8725 Interest Payable	77,233.00	81,120.00
5820.8720 Scheduled Principal	120,000.00	110,000.00
<b>Total Streets Debt Service:</b>	<b>\$197,233.00</b>	<b>\$191,120.00</b>
<b>Total Debt Service:</b>	<b>\$252,428.00</b>	<b>\$248,327.00</b>
<b>Debt Fund Net Excess/(Deficit):</b>	<b>\$6,654.00</b>	<b>\$8,487.00</b>
<b>Total All Expenses:</b>	<b>\$2,258,328.00</b>	<b>\$2,052,279.00</b>
<b>Total All Revenues:</b>	<b>\$2,313,717.00</b>	<b>\$2,202,671.00</b>
<b>Total All Net Excess/(Deficit):</b>	<b>\$55,389.00</b>	<b>\$150,392.00</b>
<b>To General Fund:</b>	<b>\$55,389.00</b>	<b>\$150,392.00</b>

7. Consideration/Ratification of  
the Property Tax (Revenue)  
Increase Reflected in the  
Budget for Fiscal Year October  
1, 2024, to September 30, 2025

This budget will raise more revenue from property taxes than last year's budget by \$107,075 or 6.649187%, and of that amount, \$6,838 is tax revenue to be raised from new property added to the roll this year.

I move that the property tax rate be increased by the adoption of a tax rate of .450000, which is effectively a 0.060835 percent increase in the no new revenue tax rate.



# 8. Consideration/Adoption of Ordinance to Establish Ad Valorem Tax Rate to Provide for Budget Expenses for Fiscal Year 2024 – 2025

ORDINANCE NO.

AN ORDINANCE ESTABLISHING THE AD VALOREM AND PERSONAL PROPERTY TAX RATE FOR THE TAX YEAR 2024, SETTING THE ASSESSED VALUATION AT ONE HUNDRED (100%) PERCENT OF THE FAIR MARKET VALUE, PROVIDING FOR A HOMESTEAD EXEMPTION OF \$5,000, PROVIDING FOR DISCOUNTS IN THE EVENT OF EARLY PAYMENT, AND PROVIDING FOR PENALTY AND INTEREST IN ACCORDANCE WITH STATE LAW AND PROVIDING FOR SEVERABILITY

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE TOWN OF RANCHO VIEJO, TEXAS:

Section 1. There is hereby established a tax rate for the tax year 2024:

$\$.381460$  Maintenance & Operation Tax Rate

$\$.068540$  Debt Tax Rate

$\$.450000$  Total Tax Rate

for each \$100.00 of assessed valuation of all ad valorem and personal property taxable under the laws of this State by the Town of Rancho Viejo.

THIS TAX RATE WILL RAISE MORE REVENUE FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE MORE BY 6.105533 PERCENT AND WILL RAISE MORE REVENUE FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$21.95.

Section 2. There is hereby established an assessed valuation of one hundred (100%) percent of the fair market value of all real and personal property according to the certified tax rolls of the Town of Rancho Viejo.

Section 3. There is hereby granted a homestead exemption to qualified homeowners at the level of \$5,000 on the ad valorem tax for the tax year 2024.

Section 4. There is hereby granted a discount for early payment of the 2024 taxes which discount shall be equal to and the same as that granted by CAMERON COUNTY, the agency under contract to collect the taxes of this Town, said discount all being pursuant to State law.

Section 5. Any payment not timely made shall bear such penalty and interest as is provided by State law.

Section 6. If any section, paragraph, subdivision, clause, phrase, or provision of the Ordinance shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of this Ordinance as whole or any part or provision thereof, other than the part so decided to be invalid or unconstitutional.

Section 7. This ordinance shall become effective upon passage.

PASSED, ADOPTED, AND APPROVED this the 10<sup>th</sup> day of September 2024.

Maribel B. Guerrero, Mayor

ATTEST:

Fred Blanco, Town Administrator

9. American Rescue Plan Act  
(ARPA) Multi-Use Facility  
Project Update – Rudy Gomez,  
GMS Architects, and Jason  
Martinez, GrantWorks



10. Consideration/Action on  
Contract Agreement between  
the County of Cameron County,  
Texas, and the Town of Rancho  
Viejo, Texas, on ARPA Funds  
Grant to be used for the Multi-  
Use Facility Project

STATE OF TEXAS §

Contract Agreement No. 2024C09341

COUNTY OF CAMERON §

**CONTRACT AGREEMENT** (hereafter referred to as Agreement) BETWEEN THE COUNTY OF CAMERON, TEXAS (hereafter referred to as Cameron County) AND the Town of Rancho Viejo, Texas (hereafter referred to as Sub-recipient).

**WHEREAS, CAMERON COUNTY** is a recipient of Coronavirus State & Local Fiscal Recovery Funds enacted by the American Rescue Plan Act. As a recipient, the County is to use these funds to respond to the economic and public health impacts of COVID-19 and/or for water, sanitary sewer, or broadband infrastructure projects.

#### **SECTION 1. PARTIES TO AGREEMENT**

This contract is made and entered by and between Cameron County, acting through its County Judge, and the Sub-recipient, acting through its Chief Executive Official.

#### **SECTION 2. AGREEMENT TERMS**

Cameron County will grant \$265,017 to Sub-recipient to be used according to the approved Project Application included as Exhibit A.

#### **SECTION 3. ADVANCEMENT OF GRANT FUNDS**

Sub-recipient will request grants in writing. Sub-recipient's written requests shall include the requested amount and how the grant funds will be used.

#### **SECTION 4. AGREEMENT PERIOD**

This Agreement shall commence in September 3, 2024 through December 30, 2025 or until the funds are expended or as otherwise agreed to in writing by both parties.

#### **SECTION 5. AGREEMENT AMENDMENTS**

This Agreement may be amended, but only in writing, signed by each of the parties hereto.

#### **SECTION 6. REPORTING**

Sub-recipient shall prepare and submit a quarterly activity and expenditure report to Cameron County beginning the fourth quarter of 2024.

## **SECTION 7. MONITORING**

Cameron County reserves the right to perform periodic on-site monitoring of Sub-recipient's compliance with the terms and conditions of this Agreement and the adequacy and time lines of Sub-recipient's performances. After each monitoring visit, Cameron County shall provide Sub-recipient with written report of the monitor's findings.

## **SECTION 8. CONTACTS**

Cameron County: Victor G. Trevino, Special Projects Director  
Dancy Building  
1100 E. Monroe  
Brownsville, Texas  
(956) 372-1249  
victor.trevino@co.cameron.tx.us

Sub-recipient: Fred Blanco, Town Administrator  
3301 Carmen Ave.  
Rancho Viejo, Texas 78575  
(956) 350-4093  
FBlanco@ranchoviejotexas.com

## **SECTION 9. CONFLICT OF INTEREST**

No officer or employee of the Sub-recipient, no member of the county's governing body, and no person who exercises any function or responsibility pursuant to this Agreement, shall participate in any decision relating to this Agreement which affects his or her pecuniary interest.

## **SECTION 10. POLITICAL/SECTARIAN ACTIVITY**

None of the performances rendered pursuant to this Agreement shall involve, and no portion of the funds provided or in this Agreement shall be used, for political, sectarian, or religious activities.

## **SECTION 11. INDEMNIFICATION**

Sub-recipient shall indemnify and hold Cameron County harmless from all law suits, actions or claims of any character due to any intentional or negligent act committed by Sub-recipient or its agents pursuant to this Agreement.

## **SECTION 12. RETENTION AND ACCESSIBILITY OF RECORDS**

Sub-recipient shall maintain fiscal records and supporting documentation for all expenditures of



funds made under this Agreement in a manner which conforms to program requirements. Such records must include data on the racial, ethnic, and gender characteristics of the recipients for the term of five (5) years from closeout of this Agreement or the actual period required by the federal guidelines or other applicable laws and regulations.

### **SECTION 13. TERMINATION**

Either of the parties to this Agreement shall have the right to terminate this Agreement, in whole or in part: (1) when both parties agree that the continuation of the activities funded under this Agreement would not produce beneficial results commensurate with the further expenditure of funds; or (2) if the County finds that the Sub-recipient is not using the funds as stated in Exhibit A.

**WITNESS THE HAND OF THE PARTIES TO THIS AGREEMENT** acting through their respective duly authorized representative on this 17th day of September 2024.

\_\_\_\_\_  
Eddie Treviño, Jr.  
Cameron County Judge

\_\_\_\_\_  
Fred Blanco  
Town Administrator, Town of Rancho Viejo

Attested By:

\_\_\_\_\_  
Sylvia Garza-Perez, County Clerk

11. Consideration/Action on an Interlocal Agreement between Region 8 Education Service Center and the Town of Rancho Viejo to Provide Cooperative Purchasing Services through a Program known as The Interlocal Purchasing System Program(TIPS).

**AN INTERLOCAL AGREEMENT Between  
Region 8 Education Service Center and a  
TEXAS PUBLIC ENTITY OR LOCAL GOVERNMENT  
(School, College, University, State, City, County, or Other Political Subdivision)**

Town of Rancho Viejo  
\_\_\_\_\_  
TEXAS PUBLIC ENTITY NAME

\_\_\_\_\_  
Control Number (TIPS will Assign)  
Schools enter County-District Number

Region 8 Education Service Center  
Pittsburg, Texas

225 - 950  
County-District Number

Texas Education Code §8.002 permits regional education service centers, at the direction of the Commissioner of Education, to provide services to assist school districts, colleges and universities in improving student performance and increasing the efficiency and effectiveness of school, college and university operations. Authority for an Interlocal agreement to provide such services is granted under Texas Government Code § 791 *et seq* as amended. Cooperative Purchasing Services under this agreement are extended to all Texas State, City or County Government Agencies, or any other legally eligible Local Government Entity as defined in the Texas Government Code § 791.003.

This Interlocal Agreement (hereinafter the "Agreement") is effective \_\_\_\_\_ and shall be automatically renewed unless either party gives sixty (60) days prior written notice of non-renewal. This Agreement may be terminated without cause by either party upon (60) days prior written notice, or may also be determined for cause at any time upon written notice stating the reason for and effective date of such terminations and after giving the affected party a thirty (30) day period to cure any breach.

**Statement of Services to be Performed:**

Region 8 Education Service Center, by this Agreement, agrees to provide cooperative purchasing services to the above-named public entity through a Program known as The Interlocal Purchasing System (TIPS) Program.

The purpose of the TIPS Program shall be to improve procurement process efficiencies and assist in achieving best value for participating School District, University, College, Community College, City, County or Other Public Agencies through cooperative purchasing.

**Roles of the TIPS Purchasing Cooperative:**

- ✓ Provide for the organizational structure of the program.
- ✓ Provide staff for efficient operation of the program.
- ✓ Promote marketing of the TIPS Program.
- ✓ Coordinate the Competitively Bid Process for all Vendor Awarded Contracts.
- ✓ Provide members with procedures for placing orders through TIPS PO System.
- ✓ Maintain filing system for Due Diligence Documentation.
- ✓ Collect fees from vendors to support the costs of operations of TIPS.

**Role of the Public Entity:**

- ✓ Commit to participate in the program by an authorized signature on membership forms.
- ✓ Designate a Primary Contact and Secondary Contact for entity.



- ✓ Commit to purchase products and services from TIPS Vendors when in the best interest of the entity.
- ✓ Submit Purchase Orders and/or Vendor Contracts through the TIPS PO System by emailing the pdf document to [tipspo@tips-usa.com](mailto:tipspo@tips-usa.com).
- ✓ Accept shipments of products ordered from Awarded Vendors.
- ✓ Process Payments to Awarded Vendors in a timely manner.

### **General Provisions:**

The Parties agree to comply fully with all applicable federal, state, and local statutes, ordinances, rules, and regulations in connection with the programs contemplated under this Agreement. This Agreement is subject to all applicable present and future valid laws governing such programs.

This Agreement shall be governed by the law of the State of Texas and venue shall be in the county in which the administrative offices of RESC 8 are located which is Camp County, Texas.

This Agreement contains the entire agreement of the Parties hereto with respect to the matters covered by its terms, and it may not be modified in any manner without the express written consent of the Parties.

If any term(s) or provision(s) of this Agreement are held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions of this Agreement shall remain in full force and effect.

The Parties to this Agreement expressly acknowledge and agree that all monies paid pursuant to this Agreement shall be paid from legally appropriated and budgeted available funds for the current fiscal year of each such entity.

No jointly owned property shall be created by this agreement and, therefore, no provision to dispose of jointly held property is required.

Before any party may resort to litigation, any claims, disputes or other matters in question between the Parties to this Agreement shall be submitted to nonbinding mediation. The site of the mediation shall be in Camp County, Texas or a site mutually agreed by the parties. The selection of the mediator shall be mutually agreed. The cost of mediation shall be shared equally.

No Party to this Agreement waives or relinquishes any immunity or defense on behalf of themselves, their directors, officers, employees, and agents as a result of its execution of this Agreement and performance of the functions and obligations described herein.

This Agreement may be negotiated and transmitted between the Parties by electronic means and the terms and conditions agreed to are binding upon the Parties.

### **Authorization:**

Region 8 Education Service Center and The Interlocal Purchasing System (TIPS) Program have entered

into an Agreement to provide cooperative purchasing opportunities to public agencies.  
This Agreement was approved by the governing boards of the respective parties at meetings that were posted and held in accordance with the Texas Open Meetings Act, Texas Government Code Chapter 551. (If required by the entity.)

The individuals signing below are authorized to do so by the respective parties to this Agreement.

**Member Entity:**

**Purchasing Cooperative Lead Agency:**

Town of Rancho Viejo  
**Entity or District Name**

**Region 8 Education Service Center**

By: \_\_\_\_\_  
Authorized Signature

By: \_\_\_\_\_  
Authorized Signature

Print Name: Maribel B. Guerrero

Dr. David Fitts  
Title: Executive Director Region 8 ESC

Title: Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Public Entity Contact Information**

Fred Blanco  
Primary Purchasing Person Name

\_\_\_\_\_  
Fax Number

3301 Carmen Ave  
Street Address

fblanco@ranchoviejotexas.com  
Primary Person Email Address

Rancho Viejo, Texas 78575  
City, State Zip

\_\_\_\_\_  
Secondary Person Name

(956) 350-4093  
Telephone Number

\_\_\_\_\_  
Secondary Person Email Address

The state of Texas requires an Interlocal Agreement be approved by the respective entities governing board. You may email completed Interlocal Agreement to [tips@tips-usa.com](mailto:tips@tips-usa.com).

## 12. Consideration/Action on a Resolution to Participate in the Interlocal Purchasing System Program(TIPS).

## **Texas Authority**

Texas Education Code §8.002 permits regional education service centers, at the direction of the Commissioner of Education, to provide services to assist school districts, colleges and universities in improving student performance and increasing the efficiency and effectiveness of school, college and university operations. Authority for such services is granted under Texas Government Code §§ 791.001 *et seq* as amended. Cooperative Purchasing Services are extended to all Texas State, City and County Government Agencies.



## TIPS BOARD RESOLUTION

STATE OF TEXAS

FOR: THE REGION VIII  
EDUCATION SERVICE  
CENTER

WHEREAS, the Board of Directors of Town of Rancho Viejo, Rancho Viejo, Texas,  
(Named Public Agency) (City)

pursuant to the authority granted by TEX. GOV'T CODE § 791.001, *et seq*, desires to participate in the  
TIPS Purchasing Cooperative offered by Region VIII Education Service Center, and in the  
Opinion that participating in this program will be highly beneficial to the taxpayers through the anticipated  
savings to be realized.

Therefore, be it RESOLVED that the Town of Rancho Viejo requests a stated need for  
(Named Public Agency)

participation in The Interlocal Purchasing System (TIPS) whereby Fred Blanco  
(Name of Authorized Person)

is authorized and directed to sign and deliver any and all necessary requests and documents in connection  
therewith for and on behalf of Town of Rancho Viejo.  
(Named Public Agency)

I certify that the foregoing is a true and correct original Resolution duly adopted by the  
Town of Rancho Viejo and is filed on record at the TIPS office.  
(Named Public Agency)

In witness thereof, I have set my hand and signature this 10 day of September, 2024.

By: \_\_\_\_\_  
(Authorized Signature)  
Maribel B. Guerrero  
(Printed Authorized Name)  
Mayor  
(Title)

*This legal document will remain current on file until either party severs the agreement.*

13. Consider/Action to  
approve the ARPA  
Memorandum of  
Understanding (MOU)  
obligating \$586,681.11 in  
American Rescue Plan Act  
(ARPA) funds for the Multi-Use  
Facility Project



## Obligating SLFRF Funds Through an Interagency Agreement

State, local, territorial and Tribal governments across the country are using State and Local Fiscal Recovery Funds (SLFRF) to mitigate the fiscal impacts of the pandemic and serve the needs of their communities.

Treasury has clarified that a recipient may enter into an **interagency agreement**, including a memorandum of understanding, between departments and agencies within a recipient's government and treat those funds as obligated for purposes of SLFRF if the interagency agreement meets certain conditions, as discussed below and pursuant to FAQ 17.6.

SLFRF recipients must **obligate all funds by the end of 2024**, and must **expend all funds by the end of 2026**.<sup>1</sup> Treasury published the additional guidance in Section 17 of the SLFRF FAQs to clarify how recipients can complete obligated projects in 2025 and 2026, using contracts or subawards or interagency agreements.

Recipients may wish to use funds for a variety of projects undertaken themselves:

- To carry out educational programs, such as payroll for teachers for a summer program to address learning loss related to the pandemic;
- To administer a workforce training program;
- To finance capital projects through a housing agency;
- To provide public safety services.

**The interagency agreement must be in effect by December 31, 2024, and must meet these conditions:**

### ONE requirement from Column A:

- Imposes conditions on the use of funds by recipient agency, department, or part of government receiving funds to carry out the program
- Governs provision of funds from one agency, department, or part of government to another to carry out an eligible use of SLFRF funds
- Governs the procurement of goods or services by one agency, department, or part of government from another



### ALL requirements from Column B:

- Sets forth specific requirements (e.g., scope of work and project deliverables)
- Is signed by the parties or otherwise evidences assent of parties
- Does not disclaim binding effect or state that it does not create rights or obligations

The interagency agreement must be reported to Treasury as described in the [Compliance and Reporting Guidance](#). A recipient can modify an existing interagency agreement before December 31, 2024 to ensure it meets the requirements described above and in FAQ 17.6. The agreement may also be between units of a Tribal government, as described in FAQ 17.23.

You can learn more about obligating SLFRF Funds through an interagency agreement by visiting our webpage, Coronavirus State and Local Fiscal Recovery Funds Frequently Asked Questions at <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-FAQ.pdf> and see FAQs 17.6 and 17.23, or scan this QR code:



<sup>1</sup> For projects under the Surface Transportation and Title I eligible use categories, recipients must expend funds by September 30, 2026.





## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is made and entered into this 13<sup>th</sup> day of August 2024, by and between the **Town of Rancho Viejo**, (hereinafter referred to as "Town", and the **Town Municipal Office**, hereinafter referred to as "Other Party". The Town and Other Party are sometimes referred to as a "Party" and collectively "Parties."

The following recitals are incorporated in and made a part of this MOU:

WHEREAS, on January 6, 2022, the U.S. Department of the Treasury ("Treasury") issued the Final Rule to implement Coronavirus State and Local Fiscal Recovery Funds (SLFRF) Program following adoption of the American Rescue Plan Act (ARPA) in 2021; and

WHEREAS, on August 10, 2023, Treasury released an Interim Final Rule implementing new eligible uses; and

WHEREAS, the Obligation Interim Final Rule (Obligation IFR) followed in November 2023, that clarified the definition of "obligation" for the SLFRF program and provided related guidance to give additional flexibility and clarity to recipients to support their use of SLFRF funds; and

WHEREAS, on March, 29, 2024, Treasury issued FAQ 17.6 to further clarify the definition of Obligation and considers an interagency agreement, including an agreement in the form of an MOU, to constitute a "transaction requiring payment" similar to a contract or subaward and therefore an obligation for purposes of the SLFRF rule if the agreement satisfies certain conditions; and

WHEREAS, the Town was awarded SLFRF funds by Treasury which were distributed to the Town from ARPA for covered costs and eligible expenses to be incurred/obligated between March 3, 2021 and December 31, 2024. These funds must be expended by December 31, 2026, with the exception of costs incurred for expanded surface transportation and Title I projects which must also be obligated by December 31, 2024, and expended by September 30, 2026, as outlined in the Interim Final Rule (August 2023); and

WHEREAS, the Town desires to disburse funds to the Other Party to perform certain services in connection therewith as set forth in this MOU and in the Purpose/Scope of Work described herein; and

WHEREAS, the Other Party has represented to the City that it is duly qualified, eligible, and willing to provide administrative services for the Town's Park Pavilion ARPA/SLFRF Project identified herein and in the Purpose/Scope of Work; and

WHEREAS, recipients may obligate funds pursuant to an interagency agreement, including an agreement in the form of an MOU, if the agreement satisfies certain conditions identified in FAQ 17.6; and

WHEREAS, by action taken at a public board meeting on September 3, 2024, the Town has previously accepted the award of the funds; and

WHEREAS, the Town wishes, through this MOU entered into pursuant to the Obligation IFR, Town wishes to formally and legally obligate the funds.

NOW, THEREFORE, in consideration of the foregoing recitals and terms and conditions set forth herein, and funding allocated in an amount not to exceed Five Hundred and Eighty-Six Thousand, Six-Hundred Eighty-One and Eleven Cents (\$586,681.11) as herein below set forth, the Parties agree as follows:

### I. PURPOSE/SCOPE OF WORK

The purpose of this MOU is to set forth understanding between the Town and Other Party regarding the Purpose and/or Scope of Work to be completed with the SLFRF funds as described here:



## **Town of Rancho Viejo Park Pavilion ARPA Project #2302**

The funds shall be used to construct a Park Pavilion, a multi-purpose outdoor facility, on parcel #106238 adjoining the existing Town Park ("the Project"). The project will be supervised by the Other Party and GMS Architects, LLC.

Included within duty to implement the construction of the pavilion, with exact features still to be determined, the Other Party will coordinate with the Town's Mayor, the Town's Beautification Committee and others to develop, with the Town's Board of Aldermen's oversight, the finalized features of the Project. Construction shall be completed no later than December 31, 2026 per the ARPA/SLFRF expenditure deadline.

The Other Party will be responsible for guiding the procurement and implementation of the construction and/or engineering services including, but not limited to the Town's remaining ARPA allocation of \$586,681.11. Acquisition of all construction and engineering services, and any other goods or services necessary to carry out the Project, shall be in accordance with applicable state law and Town's internal procurement policies.

### **II. AUTHORIZED REPRESENTATIVES**

The Mayor shall act as the designated Representative for the Town. The Town Administrator shall act as the designated representative for the Other Party. The Designated Representatives are required and authorized to administer activities to include, but not limited to, notices, consents, approvals, requests, or other general communications provided for or permitted under this MOU. As of the date of this MOU, the designated Party Representatives are:

<b>AUTHORIZED REPRESENTATIVES</b>	
<b>Town</b>	<b>Other Party</b>
Name: Maribel Guerrero	Name: Fred Blanco
Title: Mayor	Title: Town Administrator
Town of Rancho Viejo	Town Municipal Office
3301 Carmen Ave	3301 Carmen Ave
Rancho Viejo, TX 78575	Rancho Viejo, TX 78575
Phone: 956-350-3637	Phone: 956-350-4093
Email: mguerrero@ranchoviejotexas.com	Email: fblanco@ranchoviejotexas.com

Either Party may change its designated Representative by providing written notice to the other Party at least ten (10) calendar days prior to the change. Should the person serving either as Mayor or Town Administrator change during the duration of this MOU, the person replacing the Mayor or Town Administrator, as the case may be, shall immediately and automatically assume the duties of Designated Representative under this MOU.

### **III. TOWN'S RESPONSIBILITIES**

- A. The Town shall endeavor to execute its ARPA/SLFRF responsibilities in a timely and efficient manner.
- B. The Town shall be the repository of all receipts and documentation pertinent to the ARPA/SLFRF funds and furnish such to Treasury upon its request.

- C. The Town shall comply with all federal, state, local, and ARPA/SLFRF procurement policies, as applicable, including but not limited to taking all necessary Board action to approve contracts for the acquisition of goods or services and for the construction of real property improvements in furtherance of the Project.
- D. The Town shall serve as the primary contact in all matters pertaining to the ARPA/SLFRF funds and the conduit for communication between itself, Treasury, and the Other Party.
- E. The Town shall exercise the necessary oversight to ensure that the ARPA/SLFRF funds are used for the Project and for no other purposes.

#### **IV. OTHER PARTY'S RESPONSIBILITIES**

- A. The Other Party shall endeavor to execute its ARPA/SLFRF responsibilities in a timely and efficient manner.
- B. The Other Party shall comply with all federal, state, local, and ARPA/SLFRF procurement policies, as applicable, and abide by all guidance documents applicable to this MOU, including, without limitation:
  - a. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards;
  - b. The Federal Register;
  - c. The U.S. Department of the Treasury publications and other guidance documents, including the ARPA Required Provisions outlined in Exhibit B; and
  - d. Exhibits included in this Memorandum of Understanding.
- C. The Other Party shall take all actions necessary to ensure that the ARPA/SLFRF funds are used for the Project and for no other purposes.
- D. The Other Party shall see that all reporting and recordkeeping requirements that facilitate the Town's compliance with SLFRF program requirements are met.
- E. The Other Party shall complete all items and deliverables described in the Purpose/Scope of Work and make all payments related to such by or before 12/31/2026.

#### **V. TERMS OF AGREEMENT**

- A. **Purpose of Agreement.** The Parties intend this Agreement to act as an obligation of funds for purposes of SLFRF. The Parties agree to promptly amend this Agreement if necessary to meet any additional Treasury requirements or clarify any matter that prevents this Agreement from being treated as an obligation of funds.
- B. **Term.** This MOU shall be effective as of the date signed by the last Party. The obligations of the Parties will end on December 31, 2026. The obligation outlined in the Purpose/Scope of Work are effective on 8/13/2024 through December 31, 2026. Unless extended or waived by Treasury, it is understood at the time of this MOU, that no ARPA/SLFRF expenditures are allowed beyond December 31, 2026.
- C. **Amendment.** The Town and Other Party may amend this agreement (i) before December 31, 2024 for the purposes described in Section V, Paragraph A above, or (ii) at any time provided that such amendment(s) make specific reference to this MOU and are executed in writing and signed by a duly authorized representative of both Parties. Such amendment(s) shall not invalidate this MOU, nor relieve or release either Party from its obligations under this MOU. Amendments must comply with guidance published in Treasury's Obligation Interim Final Rule or FAQ 17.16. Notwithstanding anything else in this MOU, no such Amendment shall authorize the use of funds for a purpose outside of ARPA Project # 2303 except pursuant to an approved amendment to that project approved by the Treasury.
- D. **Termination.** This MOU may be terminated if deemed necessary by either Party upon thirty (30) days' written notice to the other Party. All ARPA/SLFRF funds must be fully obligated by December 31, 2024, and will be



subject to recapture or return to Treasury if termination occurs after December 31, 2024.

IN WITNESS, WHEREOF, the Town and the Other Party have executed this MOU as of the date first above written.

TOWN OF RANCHO VIEJO

TOWN MUNICIPAL OFFICE

By: \_\_\_\_\_

Maribel Guerrero

Mayor

By: \_\_\_\_\_

Fred Blanco

Town Administrator

# 14. Consideration/Action of Appointment of Members to the Beautification/Strategic Planning Committee



# 15. Consideration/Action to Cast Official Ballot for the Texas Municipal League (TML) Region 12 Director



## OFFICIAL BALLOT

### Texas Municipal League (TML) Region 12 Director Election

This is the official ballot for the election of the Region 12 director of the TML Board of Directors. You received this ballot because you are the city's primary contact person with TML. Each TML member city is entitled to one vote, which vote must be cast by a majority vote of the city's governing body. Please record your city's choice by placing an "X" in the square beside the candidate's name or writing in the name of an eligible person in the space provided. You can only vote for one candidate.

The officials listed on this ballot have been nominated to serve a two-year term on the TML Board of Directors. A brief biography for each candidate is included after the ballot.

Ballots must reach the TML office by 5:00 p.m. Central Time on October 3, 2024. Ballots received after this date cannot be counted. **The ballot must be properly signed and mailed to: Rachael Pitts, Texas Municipal League, 1821 Rutherford Lane, Suite 400, Austin, TX 78754, or scanned and emailed to [rpitts@tml.org](mailto:rpitts@tml.org).** If the ballot is not signed, it will not be counted.

#### Region 12 Director (select one)

☐

Victor Sebastian "Seby" Haddad, Commissioner, McAllen (Incumbent)

☐

Bryan L. Martinez, Commissioner, Brownsville

#### Certificate

I certify that the vote cast above has been cast in accordance with the will of the majority of the governing body of the city named below.

Witness my hand, this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name of Authorized Official

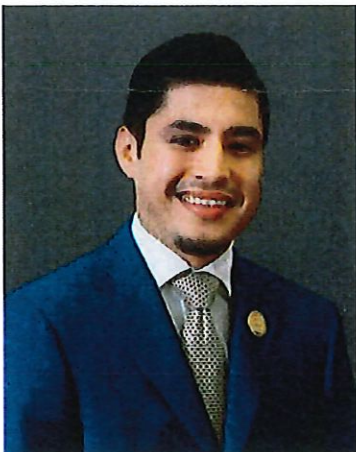
\_\_\_\_\_  
Printed Name of City

## Region 12 Director Candidate Biographies (printed on both sides)



### **Victor Sebastian "Seby" Haddad, Commissioner, McAllen (Incumbent)**

Victor Sebastian "Seby" Haddad was born in Baltimore, MD, but spent the majority of his life in McAllen where he has become a prominent figure in both professional and civic arenas. Seby graduated from St. Edward's University in Austin with a bachelor's degree in computer information systems. After completing his degree, Seby moved to New York City, where he enhanced his skills in post-production audio and TV production. Despite his success in the Big Apple, he eventually returned to his roots in McAllen, embarking on a notable 18-year career in banking. He is currently the chief lending officer and executive vice president at Lone Star National Bank. In addition to his banking career, Seby has actively engaged in various local business ventures, particularly in the lifestyle and restaurant sectors, and has invested in real estate development and tech startups. Seby is also serving his second term as city commissioner for District 5 in McAllen. During his tenure, he has championed several key projects, including census outreach initiatives, the development of a new animal shelter, and his role as president of the Texas Municipal League (TML) Region 12. He has been instrumental in helping initiate the future development of the tennis courts and the aquatic center. His commitment to public service is driven by a vision for enhanced regional cooperation in the Rio Grande Valley and a dedication to advancing community growth and development. Seby's candidacy for a position on the TML Board is motivated by his desire to further regional collaboration and advocate for the needs of the RGV. He aims to leverage his experience and leadership skills to drive impactful change and strengthen the region's resilience and prosperity.



### **Bryan L. Martinez, Commissioner, Brownsville**

Bryan L. Martinez is the youngest commissioner ever elected to represent the citizens of District 1 in Brownsville, having been elected at only 28 years of age in 2023. Since taking office, he has an impeccable record at City Commission meetings, and also serves on the board for the Brownsville Animal Regulation & Care Center (BARCC), and on the budget subcommittee for the City of Brownsville. In the local community, Mr. Martinez currently serves as chairman for the Paramedic Program Advisory Board at Texas Southmost College, as a campaign ambassador for United Way of Southern Cameron County, and vice president for government & community affairs for Sombrero Festival, Ltd. He is an alumni of Leadership Brownsville, and went on to serve on the Leadership Brownsville Board of Directors for three years. In 2024, he participated in Dancing for United Way, an annual fundraising event, where he danced the salsa with his dance partner to raise funds for United Way of Southern Cameron



County. He is the founder, past president and a current member of the Brownsville Toastmasters Club and served as the Toastmasters RGV area director for two terms overseeing 13 clubs and over 170+ members in the Rio Grande Valley. Mr. Martinez is also a dedicated member of his church, Good Shepherd Catholic Church. After just eight months in office, Commissioner Martinez was honored with the Texas Municipal League Institute Certificate of Achievement for completed continuing education units during the 2023 calendar year. Commissioner Martinez was one of only six elected city officials recognized with this achievement for 2023. He sets a high bar and is a fine example to his also first- time elected peers on the Brownsville City Commission.



16. Consideration/Approval to Designate the Town of Rancho Viejo Town Hall as a Poll Location on Election Day for General Elections to be held on November 5, 2024



REMI GARZA, CERA  
ELECTIONS ADMINISTRATOR

September 6, 2024

Mr. Alfredo Blanco  
Town Administrator  
Rancho Viejo City Hall  
3301 Carmen Ave.  
Olmito, Texas 78575

Dear Mr. Blanco

This is our official request to designate the following location as an Early Voting and Election Day site for the General Elections to be held on November 5, 2024:

**Town of Rancho Viejo City Hall, 3301 Carmen Ave., Rancho Viejo, Texas**

The dates and times for early voting are as follow:

Monday, Oct 21 thru Friday, Oct 25	9:00 a.m. to 7:00 p.m.
Saturday, Oct 26 thru Sunday, Oct. 27	10:00 a.m. to 5:00 p.m.
Monday, Oct. 28 thru Friday, Nov. 1	8:00 a.m. to 8:00 p.m.

<b>Election Day: Tuesday, November 5, 2024</b>	<b>7:00 a.m. to 7:00 p.m.</b>
------------------------------------------------	-------------------------------

(If possible please have locations open one hour before 7:00 a.m. and one hour after 7:00 p.m. for election workers.)

If you agree, we will be delivering voting equipment a few days before Election Day begins. It will need to be stored in a secure area and be available during the election. We will also need three (3) folding tables, (4-6) chairs and working 120-volt electrical plugs for the equipment.

Upon consideration and agreement, please fax us a confirmation letter at (956) 550-7298 or email it to [Maribel.diaz@co.cameron.tx.us](mailto:Maribel.diaz@co.cameron.tx.us). We greatly appreciate your help in making the approaching elections a success.

Thank you in advance for your consideration to this request.

Sincerely,

 for Remi Garza  
Remi Garza  
Elections Administrator

# 17. Consideration/Approval to Advertise for Proposals for Auditor Services for September 30, 2024

# 18. July 2024 Financial Report - Town Administrator



# 19. Consideration/Action on Budget Amendments for 2023/2024

# 20. August 2024 Police Report - Police Chief



**RANCHO VIEJO POLICE DEPARTMENT**  
**MONTHLY STATISTICAL REPORT**  
**MONTH OF: July 2024**  
**Chief Robert R. Tyler**



I	PENAL CODE:	SECTOR	No.	Prior	YTD	ARST	COMMENTS
	SEXUAL ASSAULT						
	STALKING				1		
	ASSAULT FV				6		
	HARASSMENT				2		
	BURGLARY HAB				1		
	BURLGARY VEH			1	4		
	THEFT (M)				3		
	THEFT (F)			2	6		
	FRAUD/CREDIT			2	5		
	CRIMINAL MISCHIEF				4		
	POSSESSION (M)				3		
	POSSESSION (F)		2		4	2	See Notes
	Endangering Child						
	Indecency W/A Child						
	BAIL JUMPING FTA						
	DWI						
	Public Intox						
	DUTY STRIKING FIXT						
	CRIMINAL TRESPASS				1		
	UNLAWFUL RESTRT						
		<b>TOTAL</b>	<b>2</b>	<b>5</b>	<b>40</b>	<b>14</b>	
II	INCIDENT REPORTS:	SECTOR	NO.	Prior	YTD	Citation	COMMENTS
	DOMESTIC NV		1	4	10		Verbal argument
	Civil Dispute		2	3	17		See Notes
	WELFARE CHECK		3	2	16		20 month old OK
	Traffic Accident		3		7		2 fence damage/ 1 min
	Neighbor Disturbance				2		
	DIST (Music) (K9)		5	3	23		Animal bite own/2 Music
	Natural Death Report				1		
	Suspicious V/P		10	15	36		5 vehicles/ 5 persons
	LOST/FOUND PROP		1	1	7		2 bicycles recovered
	LIVESTOCK DIST						
	VEH IMPOUNDMENTS		1		8		From arrests
	ALARM RESIDENTIAL		13	12	47		
	EMS		5	7	15		
	FIRE		1		1		
	Agency ASSIST		1	2	7		
		<b>TOTAL</b>	<b>46</b>	<b>49</b>	<b>197</b>	<b>0</b>	
III	TRAFFIC STOPS:		NO.	Prior	YTD	Collect	Warrants Issued
	Citations		37	277	314	\$3,905	14
IV	TRAFFIC WARRANTS		NO.	CLRD	DIFF		
	WARRANTS		60	9	51	\$968.80	



V	SPEED TRAILER						
	AVENUE	POSTED		AVG.		TOP	
	CARMEN	25		26		35	
	CARMEN	35		32		45	
	MORELOS	25		22		35	
	TESORO	25		26		35	
	ESCANDON	25		28		35	
	SANTA ANA	25		23		35	
	SANTA ANA	15		20		25	
	ZAPATA	25		25		35	
	BALBOA	25		25		30	
	PIZARRO	25		25		30	
	CORTEZ	25		25		33	
	BOLIVAR	25		23		32	
	EL DORADO	25		25		30	
	RANCHO NUEVO	25		23		33	
	ALVARADO	25		24		35	
	HIDALGO	25		28		32	
	DELEON	25		23		30	
		25		24.8824		33.2353	
VI	POLICE MILEAGE:	Starting	Ending	Total	GIs	MPG	Miles Per Day
	C-21	70,142	72,487	2,345	208.4	11.25	
	F21 (OPSG)	30,457	31,530	1,073	79	14	11.4g LBS/ 68g OPSG
	C-20 (OPSG)	97,830	100,433	2,603	235.9	11.03	6.2g LBS/ 16.2g OPSG
	C13	57,730	58,030	300	26	11.76	
	F-18	111,494	111,494	0	0	0	out of rotation
	F17	115,841	116,432	591	59	10	
	Totals	80,582	81,734	6,912	609	10	
VII	CHIEF'S COMMENTS						
	<ul style="list-style-type: none"> <li>- <b>On August 23, 2024</b>, Officer responded to a suspicious vehicle on the 100 block of Canteros Ave. Officer located the vehicle and conducted a traffic stop which led to the discovery of an Autel Device (unlawful use of a criminal instrument) most commonly used in the Theft of motor vehicles. These two individuals were arrested and chared accordinly.</li> <li>- <b>2 Civil Dispiute</b> - A contract disagreement between contractor and resident - A child custody. Both of these were for documentation purposes.</li> <li>- <b>Found Property</b> - Owner of bikes was located and bikes were returned</li> <li>- <b>EMS Assist</b> - 3yo suffered burns to his body from spilled crock pot. 3yo was transported to hospital and CPS was notified. Investigation concluded it was an accident.</li> <li>- <b>2 Assist</b> stranded motorists.</li> <li>- <b>40 total</b> traffic stops.</li> </ul>						



21. Executive Session:  
Pursuant to the Following  
Section of the Texas  
Government Code: Sections  
551.071 and 551.074 To  
Consider the Reappointment,  
Employment, Evaluation, or  
Duties of the Town  
Administrator and to Consider  
a New Proposed Contract for  
The Town Administrator

## 22. Possible Action on Matters Discussed in Executive Session

## 23. Adjourn