



NOTICE OF A PUBLIC MEETING

NOTICE is hereby given of a REGULAR MEETING of the BOARD OF ALDERMEN of the TOWN OF RANCHO VIEJO, TEXAS, to be held on Tuesday, June 23, 2026, at 6:00 P.M., in the TOWN MUNICIPAL OFFICE, 3301 CARMEN AVENUE, RANCHO VIEJO, TEXAS to consider the following items:

Call to Order

1. Roll Call
2. Invocation and Pledge

Mayor's Report

3. Mayor's Updates

Public Comment

(The public is allowed 3 minutes per person to address the Board on any topic. There will be no discussion or formal action taken during this agenda item. The speaker must identify themselves before speaking with name and address.)

Consent Agenda

4. Approval of Minutes – Regular Meeting May 12, 2026
5. Ratification of Action taken on May 4, 2026 to auction C21- 2021 Chevrolet Tahoe Police Unit which was decommissioned on March 19, 2026.

Business Items (Discussion & Action)

6. Discussion/ Action on purchase of Police Vehicle with OOG funds. 12VE-00-MISS- Vehicle, Specialized Mission in accordance with grant guidelines of OOG award for Operation Stonegarden FY25, Grant Number 3187011.
7. Consideration/ Approval of an Ordinance of the Board of Aldermen of the Town of Rancho Viejo, Texas, amending Ordinance No. 246, Short-Term Rentals, Article IV, Section 4.01, to increase the registration fee to \$250 per STR unit applying.

8. Consideration/ Approval of an Ordinance of the Board of Aldermen of the Town of Rancho Viejo, Texas, amending Ordinance No. 246, Short-Term Rentals, Article V, Section 5.10, to provide that the 300-foot distance requirement shall not apply to multi-family zoned units.
9. Consideration/ Approval of a Resolution of the Board of Aldermen of the Town of Rancho Viejo, Texas, authorizing bank accounts and depository heretofore established and authorizing certain persons to sign checks and other necessary transactions for same- Update with new members
10. Consideration/Appointment/Reappointment of
 - a. Building Committee
 - b. Planning and Zoning Committee
 - c. Board of Adjustments and Appeal
 - d. Street Committee
 - e. Beautification Committee

Reports

11. May 2026 Police Report – Chief of Police
12. Town Administrator Report

Final Public Comment

13. Public Comment (3 minutes; no formal action will be taken)

Adjournment

14. Adjourn


Patty Flores, Town Administrator



Note: Pursuant to Section 551.127, Texas Government Code, any Alderman may attend this meeting remotely using videoconferencing technology. During the portions of the meeting open to the public, the video and audio feed 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 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 June 17, 2026, at 4:00 PM and which will be continuously posted for a period of three (3) business days prior to the date and time said meeting was convened.

ATTEST: 
Patty Flores, Town Administrator

TOWN OF RANCHO VIEJO
BOARD OF ALDERMEN
MINUTES OF A REGULAR MEETING
MAY 12, 2026

A REGULAR MEETING of the BOARD OF ALDERMEN of the TOWN OF RANCHO VIEJO, TEXAS, was held on Tuesday, May 12, 2026, 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:

The meeting was called to order by Mayor Todd Day at 6:03 PM.

2. ROLL CALL:

Roll call was made by Patty Flores.

Members present at the meeting were: Christi Burnias, Abelardo Gonzalez, Javier Vera, Peter Harris, and Mark Johnson.

A quorum was present at the meeting.

Legal Counsel David Irwin, Police Chief Arturo Huerta, and Town Administrator Patty Flores, were also present at the meeting.

Those present in the audience were:

Rose Timmer	Gabriela Fernandez	Manuel Fernandez	Cinna
Dan Ortiz	Amelia Ortiz	Liz Harris	Maria V. Hinojosa
Elise Acevedo	Ricardo Acevedo	Sandra Garcia	Guillermo Chappa III
Yvania Adobbati	Kristen D. Kline	Ulrich Weisse	Alejandro Garcia
Andre Cristiano	Mia Villarreal	Alice Beltran	Juanita Alvarado
Jose C. Zorilla	Jonathan Flores	Armando Perez	

3. INVOCATION AND PLEDGE:

The Boys Scout Troop 11 led the group in the Pledge of Allegiance to the American and Texas Flags. Alderman Vera led the group in the invocation.

4. ACTION ON CANVASS RESULTS OF MAY 2, 2026, ELECTION OF TOWN OFFICIALS AND SPECIAL ELECTION AND ADOPT RESOLUTIONS DECLARING RESULTS OF ELECTION:

Mayor Day read the canvass results of the May 2, 2026, election and the resolution to adopt said results.

Motion was made by Alderwoman Burnias, seconded by Alderman Vera, and unanimously carried, to accept the results of the May 2, 2026, general election, and to approve Resolution No. 431 – A RESOLUTION AND ORDER CANVASSING RETURNS AND DECLARING RESULTS OF THE GENERAL ELECTION HELD IN THE TOWN OF RANCHO VIEJO, TEXAS ON MAY 2, 2026, FOR THREE ALDERMEN FOR A TWO-YEAR TERM and Resolution No. 432 – A RESOLUTION AND ORDER CANVASSING RETURNS AND DECLARING RESULTS OF THE SPECIAL ELECTION HELD IN THE TOWN OF RANCHO VIEJO, TEXAS ON MAY 2, 2026, PROPOSITION A.

5. ACTION OF ISSUANCE OF CERTIFICATES OF ELECTION:

Mayor Day issued the Certificates of Election to Alderman Peter Harris, Alderman Marcos Ricoy, and Alderwoman Vanessa Villarreal.

6. ADMINISTER OATH OF OFFICE AND INSTALLATION OF ELECTED OFFICIALS:

Rancho Viejo Municipal Judge, Javier Gonzalez administered the Oath of Office to the newly elected officials, Alderman Peter Harris, Alderman Marcos Ricoy, and Alderwoman Vanessa Villarreal.

7. BOARD OF ALDERMEN RECOGNITION:

Mayor Day recognized Alderman Mark Johnson for his years of service and work for the Town. He also recognized Alderwoman Christi Burnias for her years of service and work for the Town.

8. MAYOR'S COMMENTS:

Mayor Todd Day reported that the cul-de-sac project has begun and that paving work is currently underway, with additional paving scheduled for the following week. He also gave an update on the streetlight replacement project. Delays were caused by weather conditions over the weekend, but replacements are expected to be completed by the end of May. Mayor Day recognized the police department and noted that the Chief of Police, Lieutenant, and Sergeant were recently sworn in. He also announced that online services are now available through the Rancho Connect app, allowing residents to submit code enforcement complaints electronically. Lastly, Mayor Day stated that Omni Fiber is expected to begin construction on May 18th.

9. PUBLIC COMMENT:

Motion was made by Alderman Vera, seconded by Alderman Ricoy, and unanimously carried to open public comment.

Rose Timmer introduced herself and the nonprofit organization Healthy Communities in Brownsville. She provided an overview of the organization's mission and expressed interest in working with the Town of Rancho Viejo in the future. Gabby Fernandez introduced herself as a candidate for Justice of the Peace. She provided background information and stated that she wanted to introduce herself since Rancho Viejo is a part of the area she would serve if elected. Janie Alvarado, a resident of Rancho Viejo, addressed the Board regarding concerns about nutria on her property and surrounding areas, they are a nuisance. She stated that the animals have caused damage to her property and can cause damage to Town infrastructure like roads and bridges. She requested that the Town consider the matter and assist in addressing the issue.

Motion was made by Alderman Ricoy, seconded by Alderman Vera, and unanimously carried, to close public comment.

10. APPROVAL OF MINUTES – REGULAR MEETING APRIL 14, 2026:

Motion was made by Alderman Harris, and seconded by Alderman Gonzalez, to approve the minutes of a Regular Meeting held on April 14, 2026, with a correction to item 15. To state that the Strategic Planning Committee had been reviewing the ordinance and doing some careful work with for the past 3 months, and they voted for it 4 to 1.

Motion passed with the following vote:

AYES: Alderman Gonzalez, Alderman Vera, and Alderman Harris.

NAYES: None

ABSTAINING: Alderman Ricoy and Alderwoman Villarreal.

11. CONSIDERATION/ACTION ON APPROVAL OF UPRR QUIET ZONE DIAGNOSTIC FEE AND PRELIMINARY ENGINEERING AGREEMENT:

Motion was made by Alderman Vera, seconded by Alderman Gonzalez, and unanimously carried, to table item #11.

12. CONSIDERATION/ACTION TO APPLY FOR A GRANT WITH THE NATIONAL FITNESS CAMPAIGN:

Motion was made by Alderman Ricoy, seconded by Alderman Harris, and unanimously approved to apply for a grant with the National Fitness Campaign.

13. CONSIDERATION/ACTION ON A RESOLUTION FOR THE TOWN OF RANCHO VIEJO, TEXAS SUSPENDING THE MAY 9, 2026 EFFECTIVE DATE OF THE PROPOSAL BY TEXAS GAS SERVICE COMPANY, A DIVISION OF ONE GAS, INC TO IMPLEMENT INTERIM GRIP RATE ADJUSTMENTS FOR GAS UTILITY INVESTMENT IN 2025 AND REQUIRING DELIVERY OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL:

Motion was made by Alderman Vera, seconded by Alderman Gonzalez, and unanimously carried, to approve Resolution No. 433 - A RESOLUTION BY THE TOWN OF RANCHO VIEJO, TEXAS SUSPENDING THE MAY 9, 2026, EFFECTIVE DATE OF THE PROPOSAL BY TEXAS GAS SERVICE COMPANY, A DIVISION OF ONE GAS INC, TO IMPLEMENT INTERIM GRIP RATE ADJUSTMENTS FOR GAS UTILITY INVESTMENT OF 2025 AND REQUIRING DELIVERY OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.

14. CONSIDERATION/DISCUSSION AND POSSIBLE ACTION TO RATIFY THE TORV 2018 ROAD REHABILITATION PROJECT PHASE 1B CHARGE ORDER #10:

15. CONSIDERATION/DISCUSSION AND POSSIBLE ACTION REGARDING PAYMENT APPLICATIONS #27 AND #28 TO VALLY MUNICIPAL UTILITY DISTRICT NO. 2 FOR THE 2018 ROAD REHABILITATION PROJECT (PHASE 1B) IN THE TOTAL AMOUNT OF \$102,976.31:

Motion was made by Alderman Vera, seconded by Alderman Ricoy, and unanimously carried, to table item #14 & 15.

16. UPDATE ON AMERICAN RESCUE PLAN ACT (ARPA) MULTI-USE FACILITY PROJECT:

Mayor Day provided an update on the ARPA Multi-Use Facility Project. He stated that the soil samples were conducted at the new proposed location, next to Town Hall, for the multi-use facility pavilion. He also noted that several design options will be presented to the Board for review and approval. Alderman Ricoy asked about getting with the county for the parking and bathroom for the park.

17. UPDATE ON CUL-DE-SAC PAVING PROJECT PHASE 1 – JOSE MUÑOZ, GUZMAN & MUÑOZ ENGINEERING:

Mayor Day provided an update on Phase 1 of the cul-de-sac project. He stated that paving work on the cul-de-sacs located on Zapata Avenue and Balboa Avenue have been completed. Additional work is scheduled to begin the following week, and Phase 1 is expected to be completed within the next month. He also noted that Phase 2 of the project will primarily consist of resurfacing work.

18. CONSIDERATION/APPROVAL TO DESIGNATE THE TOWN OF RANCHO VIEJO TOWN HALL AS AN EARLY VOTING SITE FOR THE DEMOCRATIC AND REPUBLICAN PRIMARY RUNOFF ELECTIONS TO BE HELD ON MAY 26, 2026:

Motion was made by Alderman Vera, seconded by Alderwoman Villarreal, and unanimously carried to approve the Town of Rancho Viejo Town Hall as an early voting site for the Cameron County Democratic and Republican primary runoff election to be held on May 26, 2026.

19. CONSIDERATION/APPROVAL TO DESIGNATE THE TOWN OF RANCHO VIEJO TOWN HALL AS AN EARLY VOTING SITE FOR THE GENERAL AND SPECIAL RUNOFF ELECTIONS TO BE HELD ON JUNE 13, 2026:

Motion was made by Alderman Gonzalez, seconded by Alderman Vera, and unanimously carried to approve the Town of Rancho Viejo Town Hall as an early voting site for the Cameron County general and special elections to be held on June 13, 2026.

20. DISCUSSION ON THE DATE FOR THE ORIENTATION MEETING FOR THE BOARD OF ALDERMEN:

Discussion was held regarding scheduling an orientation meeting for the Board of Alderman. It was noted that Alderwoman Villarreal will coordinate with the Town Attorney to schedule the meeting via Zoom.

21. APRIL 2026 POLICE REPORT – CHIEF OF POLICE:

Police Chief Arturo Huerta provided an update on the April 2026 Police Report.

22. TOWN ADMINISTRATOR REPORT:

Town Administrator Patty Flores provided updates on Town Financials, community outreach efforts, municipal court, and permit operations.

23. PUBLIC COMMENT:

Motion was made by Alderman Vera, seconded by Alderman Gonzalez, and unanimously carried to open public comment.

Ulrich Weisse expressed his thanks from himself and the HOA to Patty Flores for following through on his Public Information Request to the Town.

Motion was made by Alderman Vera, seconded by Alderman Ricoy, and unanimously carried, to close public comment.

24. ADJOURN:

Motion was made by Alderwoman Villarreal, seconded by Alderman Ricoy, and unanimously carried, to adjourn the meeting at 7:45 PM.

BY: _____
Patty Flores, Town Administrator

APPROVED: _____
Todd Day, Mayor

DATE: _____

VALLEY WIDE AUCTION SERVICES

Auctioneer: Jesse Ramirez, Lic: # 12569

956-778-7525

Licensed & Bonded

E-Mail: valleywideauctionservices@gmail.com

Website: www.valleywideauctionservices.com

Scan with
Smartphone
to visit our
Website

FINAL SETTLEMENT

OWNER RANCHO VIEJO POLICE DEPARTMENT Date 06-13-26
 Address 3301 CARMEN AVE RANCHO VIEJO TX 78575
 Date of Sale 06-12-26 Sale Location 9169W BUS 83 HARLINGEN TX 78552
 Auctioneer Jesse Ramirez Clerk Jesse Jr. Cashier Jesse Ramirez 2
 Other NONE

PROCEEDS OF SALE:

Cash ✓ \$ 8,000.00Checks Other Miscellaneous (see attached list) TOTAL PROCEEDS OF SALE \$ 8,000.00

LESS SELLER'S SALE EXPENSE:

Auctioneer's Fee \$ 200.00Other Seller's Expenses
Advanced by Auctioneer:Miscellaneous (see attached list) DEDUCT TOTAL SELLER'S SALE EXPENSE \$ 200.00TOTAL NET PROCEEDS TO SELLER \$ 7,800.00

I, (or we), the seller of goods, merchandise, and/or property sold at public auction on above date and location, acknowledge and accept this settlement of proceeds of sale. I (or we) agree to accept all responsibility for providing merchantable title to all goods, merchandise, and/or property sold, and for delivery of title to the purchaser.

06-13-26

(Date)

Auctioneer or Cashier's Signature

PTR/2181
(Seller's Signature)

(Seller's Signature)

RECEIVED
6/13/26
R2181

CALDWELL COUNTRY CHEVROLET II LLC

800 HWY 21 E CALDWELL, TEXAS 77836

Buy Board 724-23

End User:	Rancho Viejo Police Department	Caldwell Rep:	Mark Aubry
Contact:	ARTURO HUERTA	Phone:	602-397-2662
Phone/Email:	ARTURO.HUERTA@RANCHOVIEJOTX.GOV / 956-350-4093	Date:	06/12/2026
Product Desc.:	2027 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck	Email:	maubry@usaautomotivepartners.com

A. Bid Series:	22 CHEVROLET 1500 CREW CAB SPECIAL SERVICE PPV	A. Base Price:	\$51,750.00
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B. Published Options [Itemize each below]

Quote Number: QUO-05773-Q5H4J2

Code	Model Vehicle	
CK10543	2027 Chevrolet Silverado 1500 (CK10543) 4WD Crew Cab 147" Work Truck	
Code	Options	Bid Price
AZ3	Seats, front 40/20/40 split-bench	\$0.00
CTT	Hitch Guidance	\$0.00
G80	Auto-locking rear differential	\$0.00
GBA	Black	\$0.00
J55	Brakes, Heavy-Duty 4-wheel antilock, 4-wheel disc	\$0.00
KI4	Power outlet, interior power outlet, 120-volt	\$0.00
L84	Engine, 5.3L EcoTec3 V8	\$0.00
PXT	Wheels, 20" x 9" (50.8 cm x 22.9 cm) Black painted steel	\$0.00
QT5	Tailgate, gate function manual with EZ Lift	\$0.00
Z82	Trailer Package	\$0.00
5J3	Calibration, Surveillance Mode Interior & Exterior Lighting	\$0.00
AKO	Glass, deep-tinted	\$0.00
AMF	Remote Keyless Entry Package	\$0.00
NZZ	Skid Plates	\$0.00
PEB	WT Value Package	\$0.00
VZ2	Speedometer calibration	\$0.00
IWT	Work Truck Preferred Equipment Group	\$0.00
A2X	Seat adjuster, driver 10-way power including lumbar	\$0.00
5J9	Calibration, Taillamp Flasher, Red/White	\$0.00
6J7	Flasher System	\$0.00
FE9	Emissions, Federal requirements	\$0.00
GU5	Rear axle, 3.23 ratio	\$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	\$0.00
K47	Air filter, heavy-duty	\$0.00
KC9	Power outlet, bed mounted, 120-volt	\$0.00
NQH	Transfer case, two-speed	\$0.00
RNQ	Wheel, full-size spare, matching 20" (50.8 cm) steel wheel without center cap	\$0.00
5LO	Calibration, Taillamp Flasher, Red/Red	\$0.00
C49	Defogger, rear-window electric	\$0.00
C5Y	GVWR, 7100 lbs. (3221 kg)	\$0.00
JHD	Hill Descent Control	\$0.00
KC4	Cooling, external engine oil cooler	\$0.00
KNP	Cooling, auxiliary external transmission oil cooler	\$0.00
MI2	Transmission, 10-speed automatic, electronically controlled	\$0.00

CALDWELL COUNTRY CHEVROLET II LLC

800 HWY 21 E CALDWELL, TEXAS 77836

Buy Board 724-23

Z7X	Suspension Package, Z71 Off-Road equipment with 2" lift.	\$0.00
5J1	Calibration, keyless remote panic button exterior lights/horn disable	\$0.00
9C1	Police Pursuit Package	\$0.00
DLF	Mirrors, outside heated power-adjustable	\$0.00
H0U	Jet Black, Cloth seat trim	\$0.00
PCV	WT Convenience Package	\$0.00
QAE	Tires, 275/60R20SL all-terrain, blackwall	\$0.00
RMW	Tire, spare 275/60R20 all-terrain, blackwall	\$0.00
UBI	USB ports, rear, dual, charge-only	\$0.00
Total of B. Published Options		\$0.00

C. Unpublished Options [Itemize each below, not to exceed 25%]

Unpublished Options	Bid Price
Total of C. Unpublished Options	\$0.00

D. Registration & Title Paperwork:	\$0.00
E. Upfitter/Quote Number:	\$0.00
F. Delivery ETA: 90- 120 DAY AFTER ORDER BANK OPENS	
G. Floor Plan Interest (for in-stock and/or equipped vehicles):	\$0.00
H. Lot Insurance (for in-stock and/or equipped vehicles):	\$0.00
I. Contract Price Adjustment:	\$0.00
J. Additional Delivery Charge (250 miles):	\$750.00
K. Subtotal:	\$52,500.00
L. Quantity Ordered 1 x K =	\$52,500.00
M. Trade in:	\$0.00
N. Coop Fee per purchase order:	\$400.00
O. Total purchase price with Co-Op Fee:	\$52,900.00

IMPORTANT NOTES

- We sincerely appreciate your business. To ensure prompt processing, please submit all purchase orders to fleetcentral@usaautomotivepartners.com.
- Order acceptance will be confirmed once vehicle availability has been verified or the manufacturer has accepted the factory order.
- Estimated lead times are provided based on current information and may be adjusted due to manufacturer or supply conditions.

Date 06-11-2026
Quote # CAPQ-113183



CAP FLEET

2603 Taylors Valley Road
Belton, TX 76513
Office 254-773-1959

Name / Address
Rancho Viejo Police Department

Ship To:
Rancho Viejo Police Department
Arturo Huerta
3301 Carmen Avenue, Rancho Viejo, Texas 78575

Salesperson:	Mike Arizmendis
Email:	
Contact Name:	

Year:	2027
Make:	CHEVROLET
Model:	SILVERADO 1500

Job Description:

Summary

Per Vehicle Subtotal	\$30,400.00
Per Vehicle Tax	\$0.00
Per Vehicle Total	\$30,400.00

# Vehicles Quoted	1
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Grand Total \$30,400.00

This quote is valid for 30 days. Parts availability and pricing are subject to change after 30 days from quote date. Any communicated lead time or production date(s) are indicative only and will be confirmed once approval and PO is received.

By signing below, providing written or electronic consent, or issuance of a Purchase Order (PO), I hereby acknowledge that I have reviewed and approve all items as set forth herein. Any changes, after acceptance, may result in additional charges and may result in changes to production and delivery schedule. I authorize the install work therein set forth to be done by CAP Fleet Upfitters, together with the furnishing by CAP Fleet Upfitters of the necessary parts and other material for such install and agree that CAP Fleet Upfitters is not responsible for any delays caused by unavailability or delayed availability of parts or material for any reason; that CAP Fleet Upfitters neither assumes or authorizes any other person to assume for CAP Fleet Upfitters any liability in connection with such install; that CAP Fleet Upfitters shall not be responsible for loss or damage to the above vehicle, or articles left therein; in case of fire, theft, any Act of God, or other cause beyond CAP Fleet Upfitters control; that CAP Fleet Upfitters employees may operate the above vehicle on streets, highways, or elsewhere for the purpose of testing and/or inspecting such vehicle. Cancellations, after acceptance, are subject to a 25% restocking fee. In addition to a 25% restocking fee, charges for custom items, including but not limited to, custom ordered parts, paint, graphics, tint or shipping charges, shall be the full responsibility of the buyer.

SIGNATURE: _____ DATE: ____ / ____ / ____

PRINTED NAME: _____

ORDINANCE NO. 246

AN ORDINANCE OF THE TOWN OF RANCHO VIEJO, TEXAS, PROVIDING FOR REGULATIONS FOR THE REGISTRATION AND USE OF SHORT TERM RENTALS; PROVIDING FOR REGISTRATION, PROVIDING FOR DEFINITIONS; PROVIDING FOR INSPECTIONS; PROVIDING FOR RESTRICTIONS; PROVIDING FOR BROCHURE AND SAFETY REQUIREMENTS; PROVIDING FOR NEIGHBORHOOD NOTIFICATION; PROVIDING A PENALTY NOT TO EXCEED FIVE HUNDRED AND NO/100 DOLLARS (\$500.00); PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS/REPEALING CLAUSE; PROVIDING AN EFFECTIVE DATE; AND PROVIDING FOR THE PUBLICATION OF THE CAPTION HEREOF SHORT TERM RENTALS

WHEREAS, the Board of Aldermen has determined that regulations are needed to address Short Term Rentals; and

WHEREAS permanent residents desire the option to occasionally use their properties for home share rentals; and

WHEREAS the operation of Short-Term Rentals should not adversely impact surrounding residential uses, negatively affect property values; and

WHEREAS, the Board of Aldermen has determined that regulations are needed to protect the public health, safety, morals and general welfare.

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

Article I. PURPOSE

Section 1.01 The purpose of this Ordinance is to establish regulations for the use of residential single family dwelling units ("dwelling units" herein) as Short-Term Rentals (STR) within the town limits of the Town of Rancho Viejo (TORV).

Article II. II. DEFINITION

Section 2.01 For purposes of this Ordinance

- (a) "Advertise" means the written, audio, oral or other methods of drawing the public's attention whether by brochure, written literature or on-line posting to a Short-Term Rental in order to promote the availability of the short-term rental.
- (b) "Dwelling," "single-family dwelling," "two-family dwelling" and "multiple family dwelling" have the meanings assigned by Section 70-4 of the Town of Rancho Viejo Code of Ordinances.
- (c) "Local Emergency Contact" means an individual other than the Operator, who resides within 20 miles of the subject property, and who is designated by the Operator to act as the Operator's authorized agent if the Operator has traveled outside of the immediate area or is otherwise unavailable. The local emergency contact should be reachable on a 24-hour

basis, have access to the Short-Term Rental Property, and be authorized by the owner to act in the owner's absence to address any complaints, disturbances, and emergencies.

- (d) "Owner" means any person, agent, operator, firm, trust, corporation, limited liability company, partnership or business organization having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person, and the executor or code official of the estate of such person if ordered to take possession of real property by a court. The term "owner" does not include the holder of a non-possessory security interest in the property.
- (e) "Operator" means an individual designated by the Owner as the Owner's agent for purposes of complying with the requirements of this ordinance on behalf of the Owner. An Owner that is an individual may designate himself or herself as the Operator.
- (f) "Short Term Rental" or "STR" means the rental of a single-family dwelling, apartment, residential condominium unit or other residential real estate improvement, or a portion of a single-family residence, to transient guest occupants for a period not to exceed thirty (30) days. The term does not include a unit that is used for a nonresidential purpose, including an educational, health care, retail, restaurant, banquet space, or event center, or a hotel.
- (g) "STR Property" means real property licensed for use as an STR.

Article III. III. ADMINISTRATIVE PERMIT

Section 3.01 No person shall hereafter advertise, offer to rent or rent, lease, sublease, license or sublicense a residential property within the Town as a Short-Term Rental until an administrative permit has been issued by the Town.

Section 3.02 An Owner shall designate an Operator to comply with the requirements of this ordinance. The Owner or designated agent or representative is referred to as "Operator" herein. The Operator shall obtain the STR Application and provide any other required documents to the Town Administrator of the TORV at Town of Rancho Viejo located at 3301 Carmen Avenue, Rancho Viejo, Texas 78575. The TORV can be reached at (956) 350-4093 for additional information. A Short-term Rental Administrative Permit application shall include all information necessary to determine compliance with this chapter, including but not limited to:

- (a) The name, email, mailing address and telephone number of the Operator;
- (b) The name, address, email and twenty-four (24) hour telephone number of a Local Emergency Contact. Local Emergency Contact. The Local Emergency Contact is the person designated by the Operator who shall be available twenty-four (24) hours per day, seven (7) days per week and shall respond in person within one (1) hour (with the signed rental contract in hand) to complaints from a Town Official (including a TORV Police Officer) regarding the condition, operation, or conduct of occupants of the STR unit; and take remedial action to resolve any such complaints;
- (c) The name and address of the proposed STR unit;
- (d) The number of bedrooms;
- (e) The property ID number as listed on the Cameron County Appraisal District; and

- (f) Such other information as the Town Administrator, or designee, deems reasonably necessary to administer this section and review of requirements for the Administrative Permit.

Section 3.03 The TORV shall issue an Administrative Permit/Renewal if it appears that:

- (a) No more than two (2) citations have been issued to the Owner or Operator for any TORV ordinance or violations of this Ordinance during the last twelve (12) month period.
- (b) The Owner and Operator are current with all TORV property taxes, whether pertaining to the STR property or otherwise; and has no established liens within the TORV.
- (c) All TORV taxes on the STR property are current;
- (d) The application and the dwelling unit otherwise comply with this ordinance, all other TORV ordinances, applicable building codes, and state and federal law.

Section 3.04 Administrative Permits issued under this Ordinance are both applicable only to the specific property and granted only to the applicant. Permits expire automatically if the Owner transfers the Owner's interest in the property to any other person. The Operator must apply to the Town Administrator for the TORV for a new Administrative Permit, should there be a change in ownership of the STR property

Section 3.05 A violation of any provision of TORV ordinances or other applicable law shall be grounds to deny, suspend, or revoke a license.

Article IV. **REGISTRATION FEE**

Section 4.01 The Administrative Permit/Renewal application shall also be accompanied by a registration fee in the amount of fifty (\$50) dollars per STR unit applying. The Administrative Permit shall be valid from the date signed by the Town Administrator. Such fee shall be in accordance with the latest fee schedule as presented and approved by the TORV Board of Alderman. Such fee schedule will be reviewed on an annual basis and approved.

Section 4.02 Such Administrative Permit will have to be renewed annually, based on the anniversary date of the original permit issued, or another date as established by the Town Administrator of the TORV. A one-time extension of thirty (30) days may only be granted at the discretion of the Town Administrator of the TORV.

Section 4.03 Once the Administrative Permit has been reviewed and approved, a Permit Number shall be issued deeming the STR eligible to be used as such rental.

Article V. **V. STR RENTAL REQUIREMENTS/RESTRICTIONS**

Section 5.01 Only the following are eligible to be permitted or used as an STR:

- (a) An entire single family dwelling;
- (b) A portion of a dwelling unit that is also the primary residence of the Owner;
- (c) An entire dwelling unit in a two-family or multiple-dwelling structure. An STR may not include a secondary dwelling unit or secondary apartment.

Section 5.02 A short-term rental may not include the rental of less than an entire dwelling unit unless the dwelling unit is the primary residence of the Owner.

Section 5.03 A TORV Administrative Permit Number must be located on all rental advertisements or promotional literature, to include the maximum occupancy limit for the STR.

Section 5.04 The Operator shall mail notice of the name, address, email and twenty-four (24) hour telephone number of the Local Emergency Contact to all owners of properties located within one hundred (100) feet of the STR use.

Section 5.05 An Operator and/or Local Emergency Contact MUST sign up for the TORV Alert System at www.ranchoviejotexas.com

Section 5.06 An Operator or guest of an STR may not use or allow the use of sound equipment that produces sound more than seventy-five (75) decibels at the property line between 11:00pm and 7:00am.

Section 5.07 An operator or guest of an STR may not use or allow the use of a musical instrument that produces sound more than seventy-five (75) decibels at the property line between 11:00pm and 7:00 a.m.

Section 5.08 This Ordinance is not intended to provide any Operator of residential property with the right or privilege to violate any private conditions, covenants and restrictions applicable to the Operator's property that may prohibit the use of such Operator's residential property for short term rental purposes as defined in this ordinance.

Section 5.09 The Operator shall provide the tenants with the following information upon the rental agreement being finalized:

- (a) The name and phone number of the Local Emergency Contact.
- (b) All STR occupancy restrictions as established by this Ordinance.
- (c) A certification by the Operator, and if applicable, TORV Inspector that the property is not in violation or subject to outstanding Town Code or State of Texas law violations.
- (d) Proof of property and general liability insurance with coverages and limits established by the Board of Aldermen.
- (e) Restrictions on noise and use of musical instruments.
- (f) Any parking restrictions.
- (g) TORV trash collection schedule.
- (h) Any information on local, state and federal emergency guidelines or Cameron County burn bans.
- (i) Any information that is received through the TORV Alert System with regards to water disruptions or outages, electrical disruptions or outages, street closures or inclement weather updates.
- (j) Other guidelines and requirements applicable to STR uses.

Section 5.10 A STR may not be located on property that is within three hundred (300) feet of another STR-permitted property.

Article VI. LIABILITY

Section 6.01 The Owner and Operator shall not be relieved from any personal responsibility or personal liability for noncompliance with any applicable law, rule or regulation pertaining to the

use and occupancy of the residential dwelling unit as an STR unit, regardless of whether such noncompliance was committed by the Owner or Operator's authorized agent or representative or the occupants of the short-term rental unit or their guests.

Article VII. ENFORCEMENT

Section 7.01 Any violation of this Ordinance may be punished by a fine not to exceed Five Hundred Dollars (\$500.00) for each offense, for each day such offense shall continue and the penalty provisions of Section 1-10 of the Town of Rancho Viejo Code of Ordinances is hereby adopted and incorporated for all purposes.

Article VIII. PRIMA FACIE EVIDENCE OF A VIOLATION

An advertisement promoting the availability of a short-term rental in violation of any TORV ordinance or state law requirement is prima facie evidence of a violation and is cause to issue a citation for a violation of this ordinance.

Article IX. INSPECTIONS

The Town Building Inspector shall make inspections to determine the condition of short-term rentals located within the City, to ensure compliance with this ordinance and other applicable laws. For the purpose of making inspections, the Building Inspector or the Building Inspector's representative may enter, examine, and survey, at all reasonable times, all buildings, dwelling units, guest rooms, and premises on presentation of the proper credentials. The owner or operator of a short-term rental shall give the Building Inspector free access to the building and its premises, at all reasonable times, for the purpose of inspection, examination, and survey.

Article X. License Suspension.

Section 10.01 Except as provided in Section 10.04 and Section 10.05 below, whenever the Town Administrator finds on inspection of the physical premises or review of applicable records of any short-term rental that conditions or practices exist that violate any provision of any applicable building or property maintenance code, TORV Ordinances, or any rule or regulation adopted under this Ordinance, or that the establishment has failed to comply with any provision, prohibition, or requirement related to the registration, reporting, collection, segregation, accounting, disclosure, or payment of hotel occupancy taxes, the Town Administrator shall give written notice to the owner of the property and the operator of the short-term rental that unless the violations are corrected by an identified deadline, the license shall be suspended.

Section 10.02 At the end of the time provided for correction of the violation(s), the Town Administrator shall re-inspect the location or records of the short-term rental, and, if the conditions or practices have not been corrected, shall suspend the license and give written notice to the licensee that the license has been suspended.

Section 10.03 On receipt of notice of suspension, the licensee shall immediately stop operation of the short-term rental, and no person may occupy for sleeping or living purposes any rooming

unit other than the Owner. The notice required by this subsection shall be served in accordance with the notice provisions of applicable law.

Section 10.04 The Town Administrator may immediately suspend a license if the Town Administrator determines that the license was issued in error. A suspension is effective until the Town Administrator determines that the licensee has complied with the requirements of TORV Ordinances or any rule or regulation adopted under this Ordinance. The Town Administrator shall give written notice to the owner of the property and the operator of the establishment that the license is suspended.

Section 10.05 If a short-term rental is the subject of two or more substantiated violations of applicable law during the license period, the Town Administrator may suspend the short-term rental license. The Town Administrator must give notice to the licensee of a notice of intent to suspend a license issued under this subsection.

Section 10.06 In determining whether to suspend a license as described in Section 10.05, the Town Administrator shall consider the frequency of the substantiated violations, whether a violation was committed intentionally or knowingly, and any other information that demonstrates the degree to which a licensee has endangered public health, safety, or welfare.

Section 10.07 An Owner Operator may seek an appeal of a decision made under this Ordinance by submitting such appeal to the Town Administrator of the TORV to be heard by the Board of Adjustments for further action.

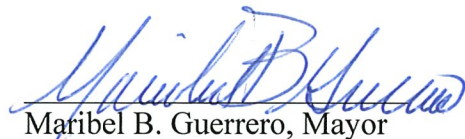
Article XI. EFFECT OF COURT ACTION ON THIS ORDINANCE

Section 11.01 If any section, subsection, clause, phrase or provision of this Ordinance, or the application thereof to any person or circumstance, shall to any extent be held by a court of competent jurisdiction to be invalid, void or unconstitutional, the remaining sections, subsections, clauses, phrases or provisions of this Ordinance, or the application thereof to any person or circumstances, shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

Article XII. EFFECTIVE DATE OF ORDINANCE

This Ordinance shall become effective from and after the date of its passage and publication, and it is accordingly so ordained.

PASSED, APPROVED, AND ADOPTED this 9th day of October, 2021.


Maribel B. Guerrero, Mayor

ATTEST: 
Fred Blanco, Town Administrator



RESOLUTION NO. 434

A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF RANCHO VIEJO, TEXAS, AUTHORIZING BANK ACCOUNTS AND DEPOSITORY HERETOFORE ESTABLISHED AND AUTHORIZING CERTAIN PERSONS TO SIGN CHECKS AND OTHER NECESSARY TRANSACTIONS FOR SAME

WHEREAS, it is necessary that accounts be maintained at Plains Capital Bank for the payment of expenses of the Town and the deposit of monies received; and

WHEREAS, it is necessary that certain persons be authorized to sign checks for the withdrawal of funds from said accounts;

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

Section 1. Required on all transactions shall be two signatures, one of these to be a primary signer, which is the Town Administrator or Mayor. Secondary signers are any one of the other Aldermen of the Town of Rancho Viejo. Attached are the signers credentials.

Section 2. Required for entry to any safety deposit boxes shall be two signatures, one of these to be a primary signer, which is the Town Administrator or Mayor. Secondary signers are any one of the other Aldermen of the Town of Rancho Viejo. No other signers shall be considered as authorized signers on any of the Town's accounts and specifically REMOVE Isabel Perales, Interim Town Administrator, as a user and signer from all Town of Rancho Viejo accounts with PlainsCapital Bank and ADD Velma P. Flores.

Section 3. This resolution shall become effective on this the 16th day of June 2026 and shall be incorporated by reference into the minutes.

Todd Day, Mayor

Velma Patricia Flores, Town Administrator

Javier Vera, Mayor Pro Tem

Vanessa Villarreal, Alderwoman

Marcos Ricoy, Alderman

Abelardo Gonzalez, Alderman

Peter Harris, Alderman

PASSED, ADOPTED, AND APPROVED by the Board of Aldermen of the Town of Rancho Viejo,
on this the 16th day of June 2026.

Todd Day, Mayor

ATTEST:

Patty Flores, Town Administrator