



3301 CARMEN AVE, 78575

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NOTICE OF A PUBLIC MEETING  
TOWN OF RANCHO VIEJO  
BOARD OF ALDERMEN  
SPECIAL MEETING

MAY 31, 2011

6:00 P.M.

NOTICE is hereby given of a SPECIAL MEETING of the BOARD OF ALDERMEN of the TOWN OF RANCHO VIEJO, TEXAS, to be held on May 31, 2011 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. Administer Oath of Office and Installation of Elected Officials
5. Consideration/Approval of Surplus Town Property Policy
6. Consideration/Approval to Declare 2 Whelen Edge Light Bars and 1 Federal Signal Vector Light Bar Surplus Property To Be Sold
7. Adjourn

  
Cheryl J. Kretz  
Town Administrator

Item #1:

Call to Order by:

Mayor Medrano

Item #2:

Roll Call

by Isabel Perales, those present are:

Alderwoman Carr

Alderwoman Hager

Alderwoman Hinojosa

Alderman Lackner

Alderman Rafac

Legal Counsel, Daniel Rentfro, Jr.

Town Administrator, Cheryl J.  
Kretz.

Item #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 is,

*“Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.”*

Item #4:

Administer Oath of Office and  
Installation of Elected Officials

Item #5:

Consideration/Approval of Surplus  
Town Property Policy

### **Surplus Town Property**

Surplus Town property is defined as any Town-owned property other than real estate and building that is worn out, outdated or no longer needed for current operations yet still has a potential resale value. Surplus goods include, but are not limited to, equipment parts, tools, vehicles, computers, software, supplies, paper stock, books and furniture.

The Town Administrator and the Mayor shall jointly determine when Town-owned property has no resale value. Resale value shall take into consideration the cost of preparing the item for sale. Items without potential resale value may be donated to a non-profit organization benefitting the residents of the Town, or disposed of in any manner approved by the Town Administrator and the Mayor.

The Town Administrator will prepare written lists of property that she recommends to be designated as surplus. Only the Town Administrator and Mayor, jointly, have the authority to declare Town-owned goods as surplus.

Surplus goods will be disposed of in a manner that will yield the greatest possible benefit to the Town. Whenever possible, items will be batched together and sold at public auction. Items that are not appropriate for auction, because the cost of the auction will exceed the value received by the Town, because such items are not easily stored for future auction, or for other reason, may be sold individually by making a good faith attempt to obtain the highest price for the item(s). Any sale of an item other than by auction shall be approved by the Board of Aldermen. Proceeds from such sales will be accounted for in accordance with Generally Accepted Accounting Principles such as they are applied to government.

In order to maintain the highest appearance of ethical propriety at all times, surplus goods may not be given or sold directly or indirectly to Town employees or Town officials except under exceptional circumstances. Exceptional circumstances for surplus property may be approved with a written recommendation from the Town Administrator and subsequent approval of the Mayor. An example of such an item would be a work attire item such as a uniform used by a retiring police officer.

Vehicles may be traded in as partial payment for the purchase price of a replacement vehicle. Otherwise, vehicles shall be disposed of in accordance with this Policy.

Town employees and Town officials may participate, on their own time, in public auctions for the purchase of surplus Town goods.



All property is sold "first come, first serve" on a "where is/as is" basis and the Town of Rancho Viejo will not be held responsible for its condition, quantity or warranty, either expressed or implied. The Town of Rancho Viejo reserves the right to reject buyers and to waive any or all formalities.

Item #6:

Consideration/Approval to Declare  
2 Whelen Edge Light Bars and 1  
Federal Signal Vector Light Bar  
Surplus Property to be Sold

2 Whelen Edge light bars , about 10 yrs old,

being offered \$100.00 ea.

1 Federal Signal Vector Light Bar , about 15 yrs old

being offered \$35.00 ea

Total : \$235.00

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 11 SECURITY FEATURES



VALLEY FEDERAL CREDIT UNION  
183 E. Price Road Brownsville, Texas 78520  
(956) 546-3108

88-9051  
3119

CHECK NO: B 410652

DATE
05/24/11

AMOUNT
\$*****235.00

**PAY**

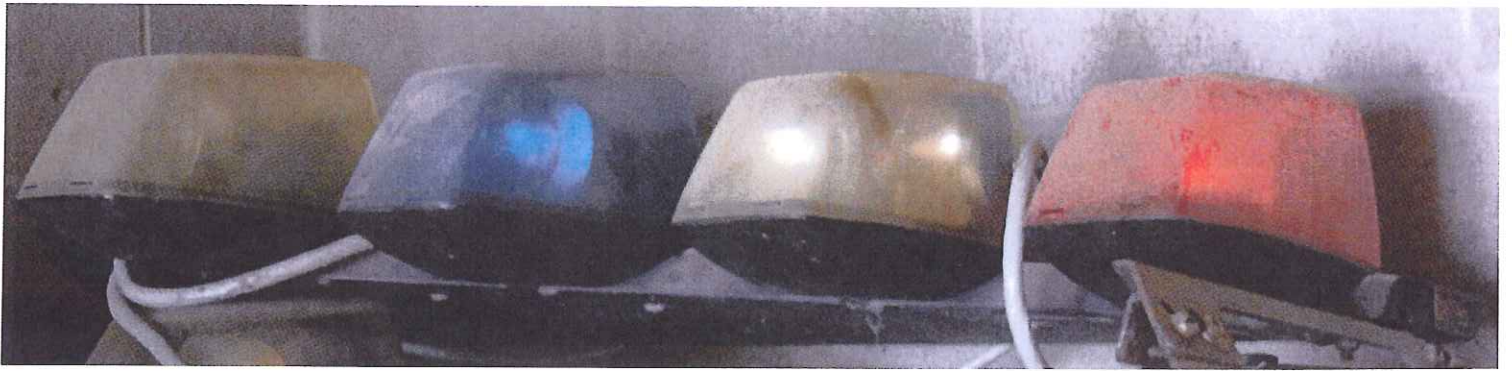
TWO HUNDRED THIRTY-FIVE AND 00/100 DOLLARS-----

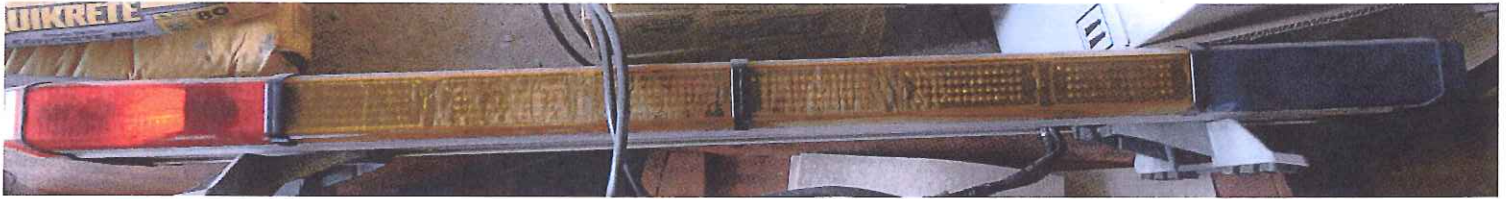
TO  
THE  
ORDER  
OF

TOWN OF RANCHO VIEJO  
REF A.I.S.I SURPLUS EQUIPMENT  
PURCHASE

VOID AFTER 90 DAYS

*Erik D. Luzeno*  
\_\_\_\_\_  
AUTHORIZED SIGNATURE





Item #7:  
Adjourn